Professional Registration System (Provider) User Manual

Version 1.0

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REVISION HISTORY

Version	Effective Date	Summary of Changes	Author

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TABLE OF CONTENTS

1. INTRODUCTION 4

1.1. OVERVIEW 4
1.2. SCOPE 4
1.3. DEFINITIONS, ACRONYMS AND ABBREVIATIONS 4
1.4. INSTALLATION/SETUP 5

2. FUNCTIONS 10

2.1. SUBMIT PROVIDER APPLICATION 10
2.2. ENQUIRE PROVIDER APPLICATION 16
2.2.1. VIEW PROVIDER APPLICATION DETAILS 17
2.2.2. UPLOAD MORE SUPPORTING DOCUMENT 19
2.3. MANAGE ACCOUNT HOLDERS 24
2.4. MANAGE EVENTS 29
2.4.1. CREATE EVENTS APPLICATION 29
2.4.1.1 SUBMIT LOCAL EVENTS APPLICATION 30
2.4.2. ENQUIRE EVENT APPLICATION STATUS 35
2.4.2.1 VIEW NON APPROVED EVENT APPLICATION DETAILS 35
2.4.2.2 UPLOAD MORE SUPPORTING DOCUMENTS 37
2.4.2.3 VIEW APPROVED EVENT APPLICATION DETAILS – SUBMIT ATTENDANCE FOR LOCAL EVENTS 39
2.4.2.4 EDIT AND RESUBMIT APPROVED EVENT APPLICATION DETAILS 45

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1. INTRODUCTION

1.1. Overview

The Professional Registration System (PRS) is a common registration system for Healthcare Professionals in Singapore. It supports the Healthcare Professionals (HCP), Human Resources Personnel (HR) and Healthcare Professional Entities (HPE) in the execution of the key business functions of the HPEs, such as professional registration, renewal, disciplinary and continuing professional education (CPE).

The PRS is a web-based application that is hosted in the Medinet Hosting Environment.

1.2. Scope

The objective of this document is to provide step-by-step guidelines on the proper usage of the system by CPE Provider.

The targeted users of this document shall be the Account Holder of CPE Provider.

Users of the online application functionalities should have the basic knowledge of using an internet web browser, such as the Internet Explorer (IE), to navigate from one page to another.

The chapters in this manual are organised in a logically functional manner. They may not necessarily reflect the order, which the users would normally adopt to use the system.

The reader of this manual may study its content in any order. He/She may read the specific sections that illustrate the functions being encountered or study the specific section that he/she is interested in.

1.3. Definitions, Acronyms and Abbreviations

This manual uses the following typographic conventions:

- A '*' character next to a field indicates a mandatory field.
- **[Button Name]** refers to a button.
    - **[Proceed]** button indicates that the system will be displaying the next web page after the current page.
    - **[Confirm]** button indicates that the system will update or insert records in the database and will display the acknowledgment page.
    - **[Print]** button displays the letter on the browser and the system will update the record in the database.

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format

The manual uses the following abbreviations

- CP: Course Provider
- CPE: Continuing Professional Education
- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- PC: Practicing Certificate
- PRS: Professional Registration System
- OOB: Optometrists and Opticians Board

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NCS Restricted

1.4. Installation/Setup

a) Basic PC setup with Modem or Broadband

Browser:
Internet Explorer 7.0 or
Internet Explorer 8.0
The user needs to configure the web page caching behaviour of his web browser before he launches the PRS web application.

To configure the IE web page caching behaviour:
- From the IE Menu bar, go to **[Tools]** and select **[Internet Options]**
- Click on **[Settings]** found on the **[General]** tab
- Select **[Every visit to the page]**

b) Page Setup of the browser

The user needs to configure the Page Setup of his web browser, in order to achieve the best result for printing on-line letter/report.

To configure the IE page setup

- From the IE Menu bar, go to **[View]**
- Click on **[Text size]**
- Select **[Medium]** (to ensure that each letter fits into one A4 size paper when printed)
- From the IE Menu bar, select **[File]** and then **[Page Setup]**

Page
- Select 'A4' for the Size

Header and Footer
- Leave the Header and Footer blank

Paper Orientation and Margin
- Portrait (for on-line letter printing)
- Margins (inches)
  - Left : 0.25"
  - Right : 0.25"
  - Top : 0.75"
  - Bottom : 0.75"
- Landscape (for on-line report printing)
- Margins (inches)
  - Left : 0.75"
  - Right : 0.75"
  - Top : 0.75"
  - Bottom : 0.75"

c) Printing Configuration of the browser

In addition, it is good to set the web browser Printing Option for better printing result.

To setup the IE printing option
- From the IE Menu bar, go to **[Tools]** and select **[Internet Options]**

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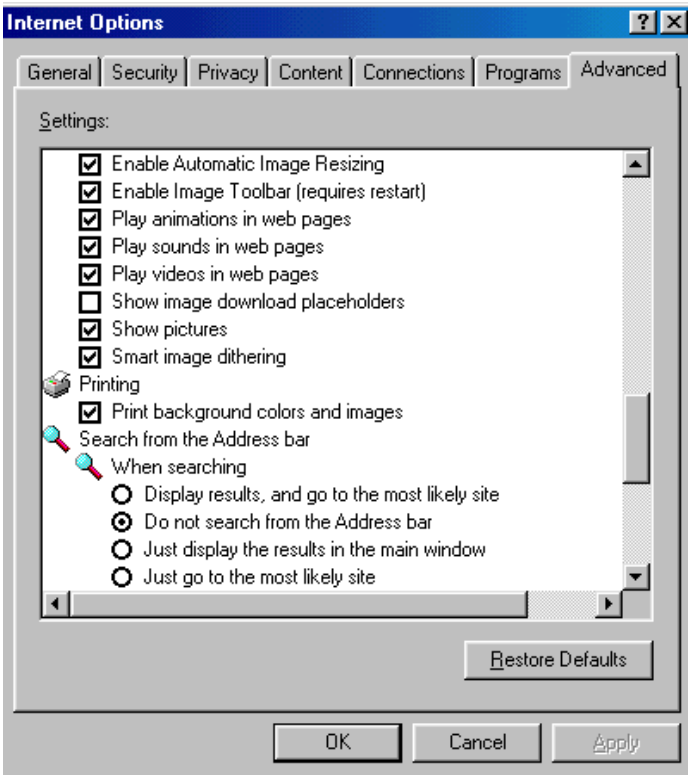
- Select the **[Advanced]** tab
- The following dialog box will be shown



- Tick the checkbox next to the **[Print Background Colours And Images]**
- Click on the **[OK]** button to close the dialog box

d) Other settings of the browser

To ensure that scripting is enabled on the web browser:

- From the IE Menu bar, go to **[Tools]** button and select **[Internet Options]**
- Select the **[Security]** tab
- The following dialog box will be shown

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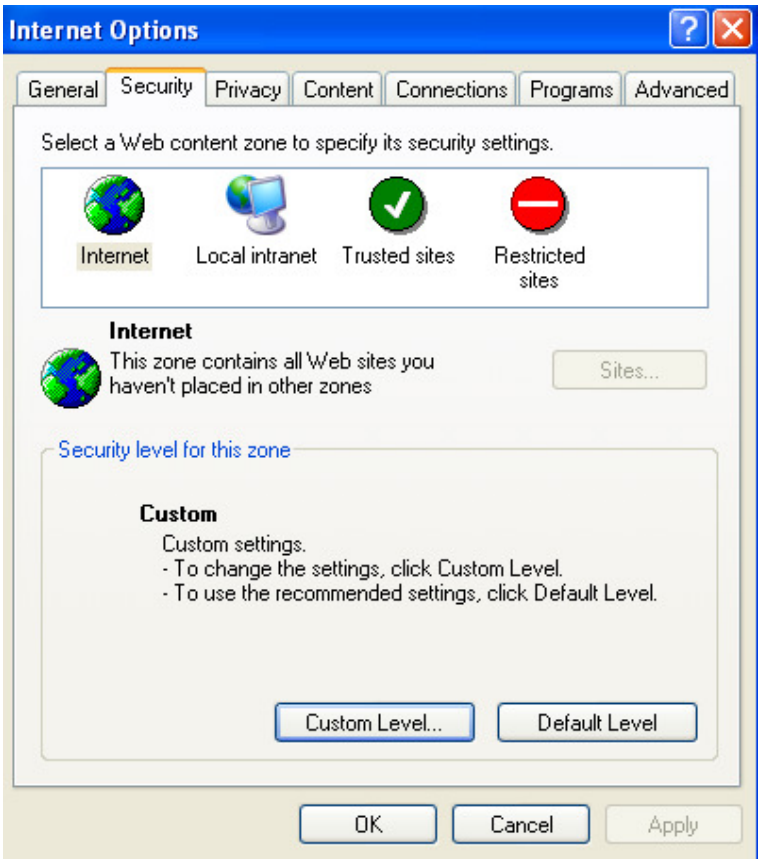

- Click on the **[Custom Level]** button
- The following dialog box will be shown

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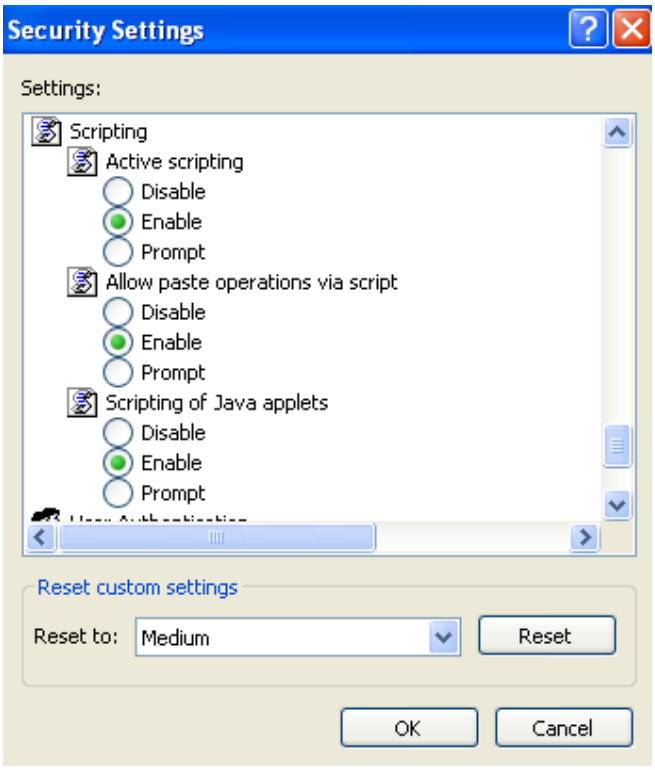

- Check to ensure that the 'Active Scripting' is enabled
- Click on the **[OK]** button to close the dialog box

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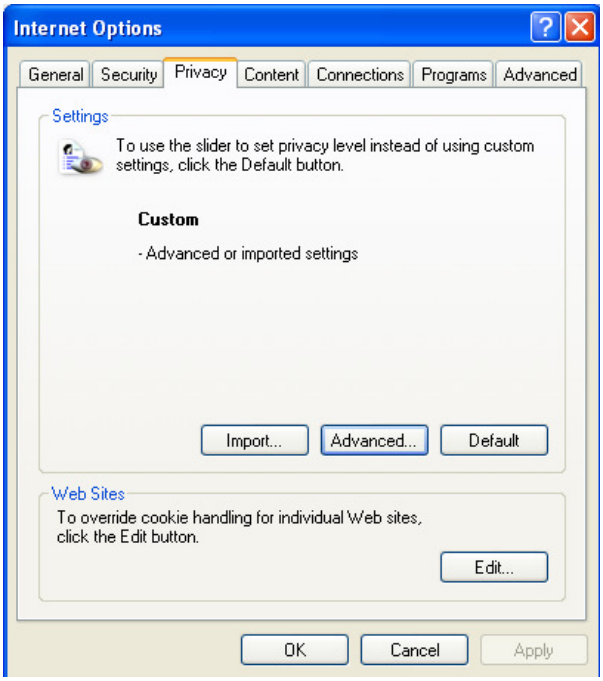
To ensure that the cookies handling is enabled:

- From the IE Menu bar, go to **[Tools]** button and select **[Internet Options]** button
- Select the **[Privacy]** tab
- The following dialog box will be shown



- Click on the **[Advanced]** button
- Ensure that the setting for the 'Advanced Privacy Settings' is as shown

- Click on the **[OK]** button

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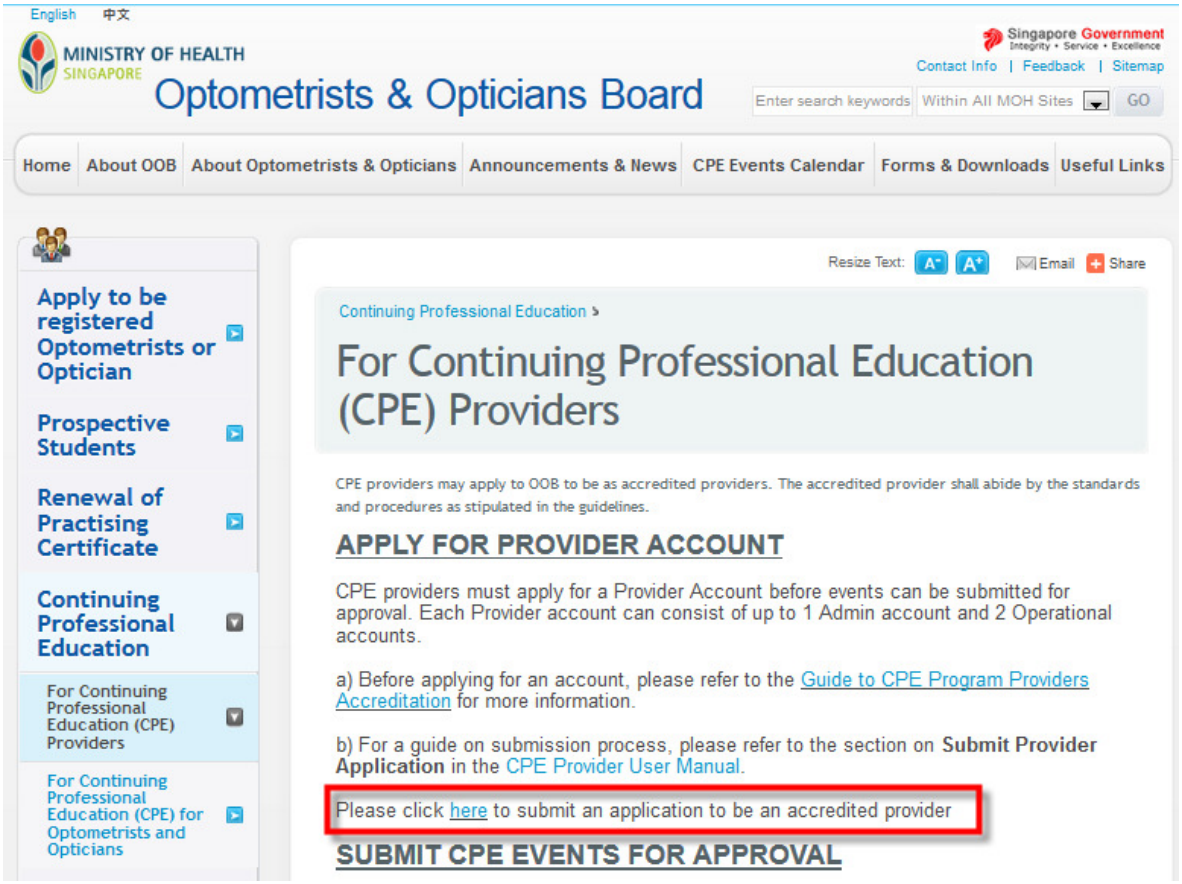
2. FUNCTIONS

2.1. Submit Provider Application

To access the PRS, go to OOB's website (URL: http://www.oob.gov.sg).


English 中文
MINISTRY OF HEALTH SINGAPORE
Optometrists & Opticians Board
Singapore Government
Contact Info | Feedback | Sitemap
Enter search keywords
Within All MOH Sites
GO
Home
About OOB
About Optometrists & Opticians
Announcements & News
CPE Events Calendar
Forms & Downloads
Useful Links
Apply to be registered Optometrists or Optician
Prospective Students
Renewal of Practising Certificate
Continuing Professional Education
For Continuing Professional Education (CPE) Providers
For Continuing Professional Education (CPE) for Optometrists and Opticians
Resize Text:
Email
Share
Continuing Professional Education
For Continuing Professional Education (CPE) Providers
CPE providers may apply to OOB to be as accredited providers. The accredited provider shall abide by the standards and procedures as stipulated in the guidelines.
APPLY FOR PROVIDER ACCOUNT
CPE providers must apply for a Provider Account before events can be submitted for approval. Each Provider account can consist of up to 1 Admin account and 2 Operational accounts.
a) Before applying for an account, please refer to the Guide to CPE Program Providers Accreditation for more information.
b) For a guide on submission process, please refer to the section on Submit Provider Application in the CPE Provider User Manual.
Please click here to submit an application to be an accredited provider
SUBMIT CPE EVENTS FOR APPROVAL

To create an account if you do not have one:

- Click on the **[here]** link under [CPE Providers] section.

The Application for Provider page will be displayed as follows.

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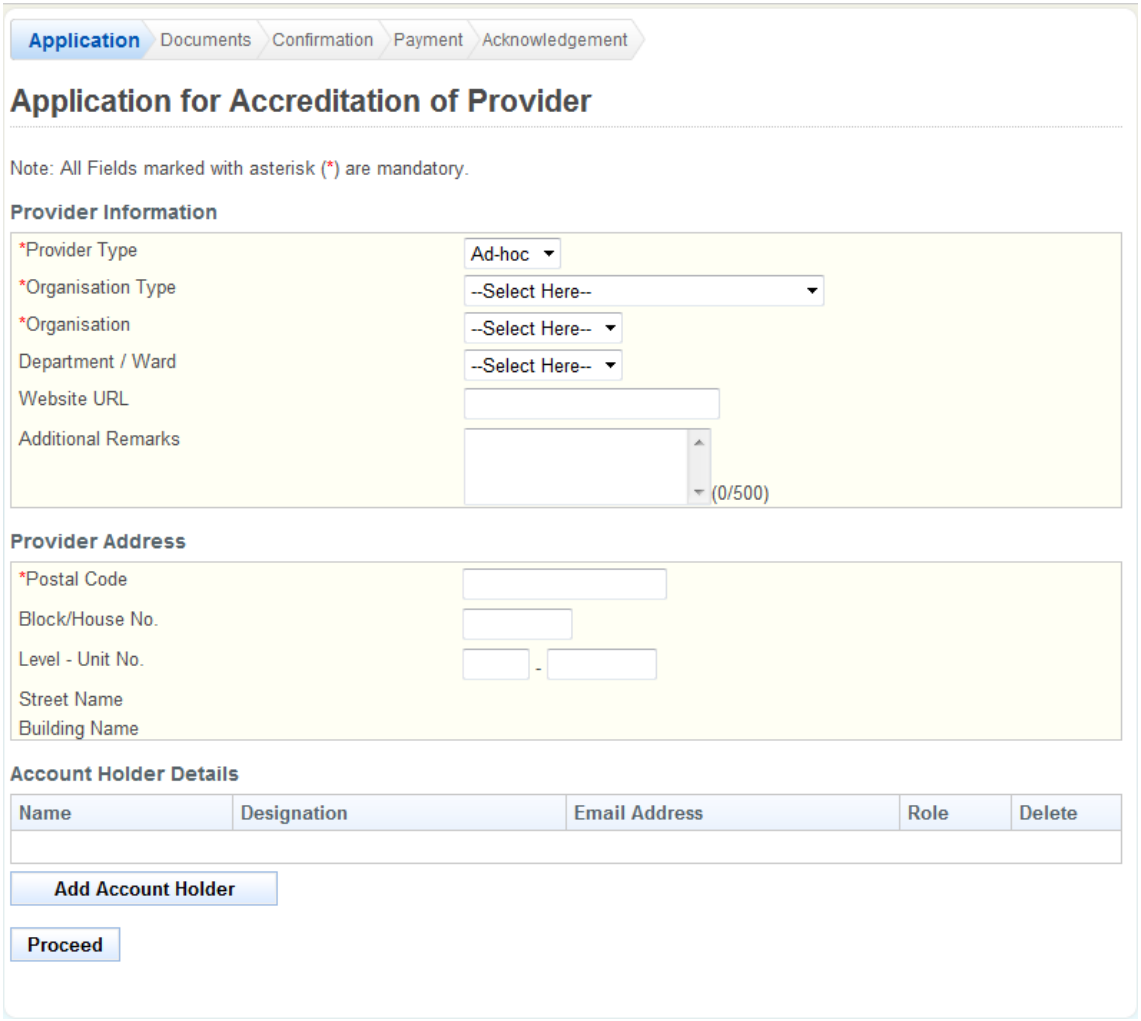

To proceed to the next stage of the application (i.e.: Documents)

- Select an **Organisation Type**.
  - If "**Others**", enter the name of other Organisation Type in the provided textbox.
- Select an Organisation.
  - If "**Others**", enter the name of other Organisation in the provided textbox.
- Optional: Select a Department/Ward.
  - If "**Others**", enter the name of other Department/Ward in the provided textbox.
- Optional: Enter **Website URL** starts with "http://..."
- Optional: Enter **Additional Remarks** if any.
- Enter **Postal Code**
- Optional: Enter **Level – Unit No.**
- Click **[Add Account Holder]** button at the bottom of the page to launch Add Account Holder page.

  The Account Holder Details page will be displayed as follows.

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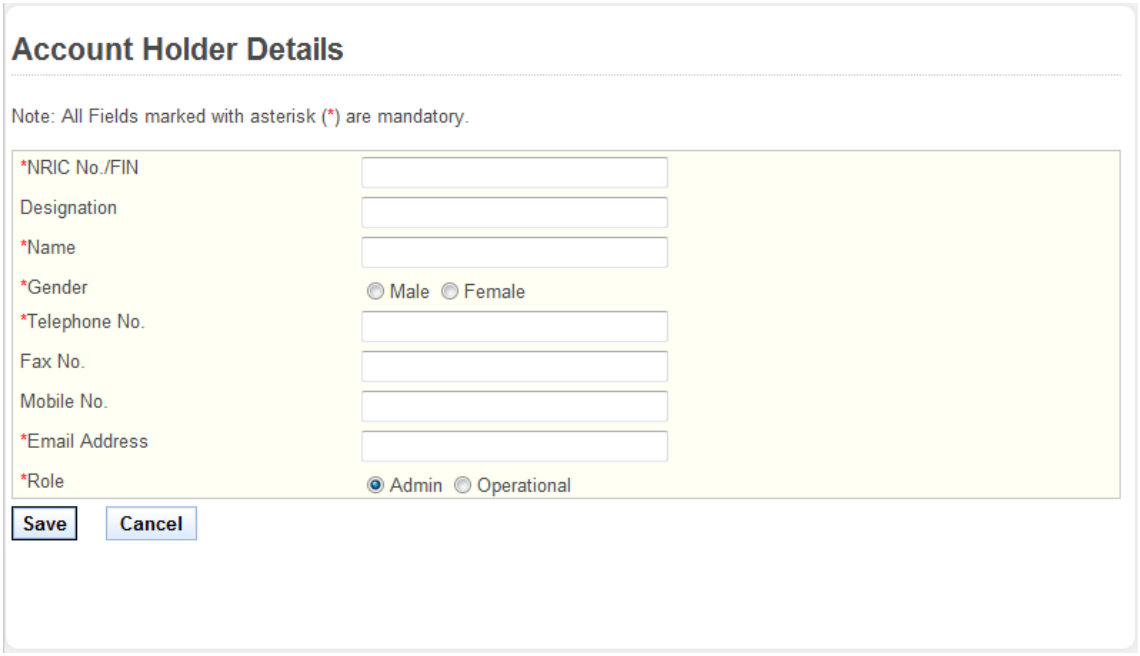

To add account holder:

- Enter **NRIC No./FIN**
- Optional: Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- Optional: **Enter Fax No**.
- Optional**: Enter Mobile No.**
- Enter **Email Address**
    - Upon approval of Provider Application, this Email Address will become the Account Holder Permanent User ID
- Select **Role**
    - Admin user is the main point of contact between OOB and Provider for this Provider application. Any email notifications will be sent to Admin user's Email Address
- Click **[Save]** button at the bottom of the page to proceed on adding account holder to provider.

Back to the Application for Provider page,
The details of Account Holder have been added to the table upon clicking on the **[Save]** button.

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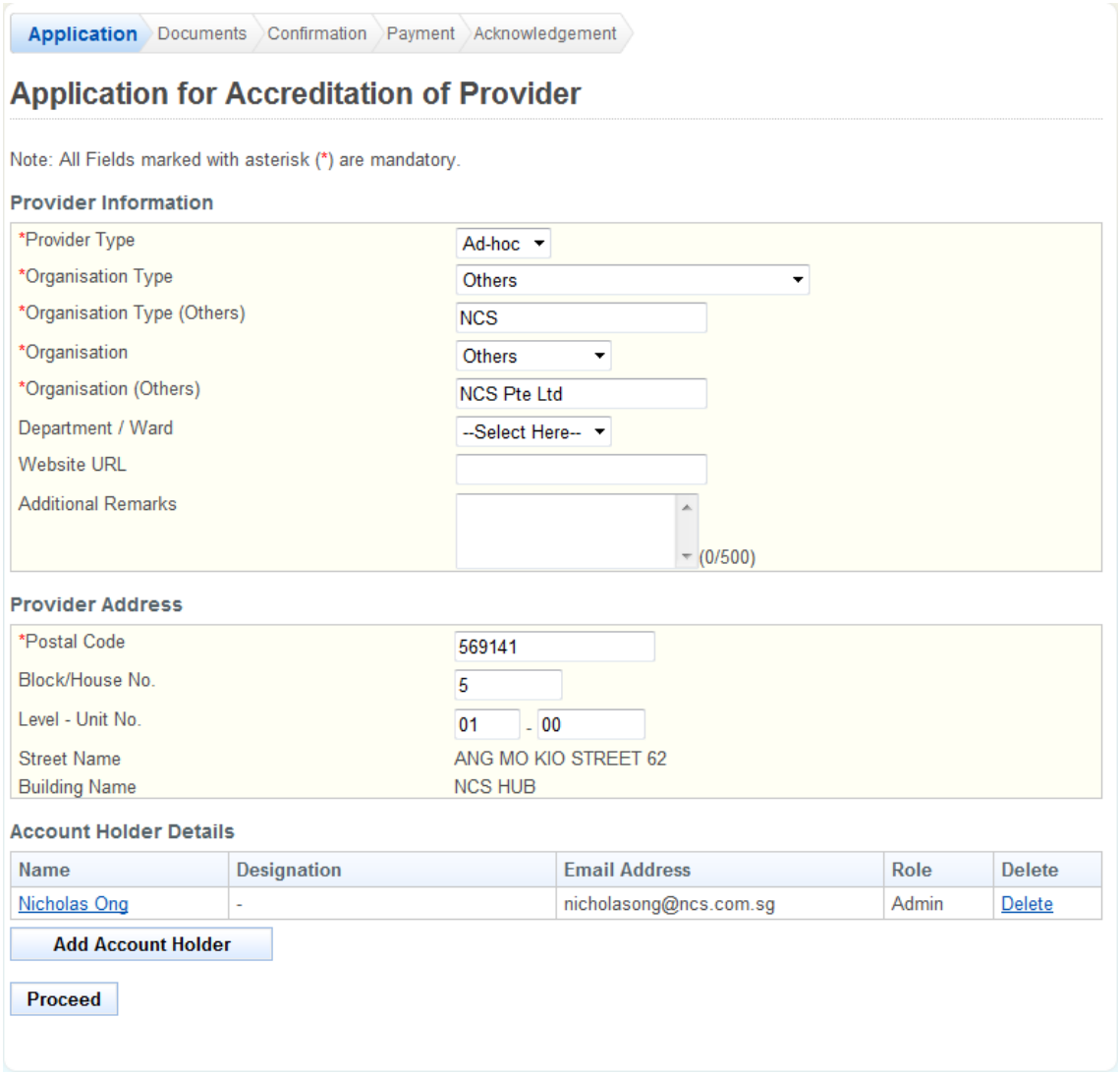

To proceed to the next stage of the application (i.e.: Documents)

- Click **[Proceed]** button at the bottom of the page to proceed to the Documents page.

The Documents page for Application of Provider will be displayed as follows.

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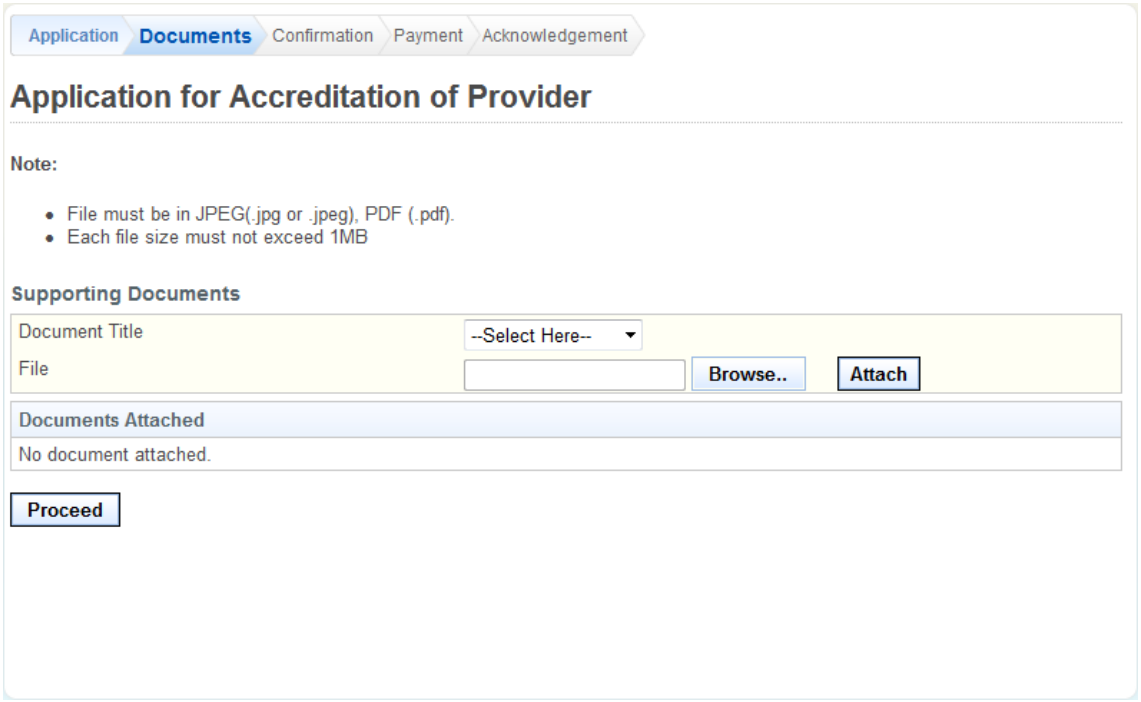

To proceed to the next stage of the application (i.e.: Confirmation)

If there are supporting documents,

- Select a **Document Title**
  - If "**Others**", enter other document title in the provided textbox.
- Click **[Browse]** button to browse documents for uploading
- Click **[Attach]** button to attach uploaded document
- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page.

If there are no supporting documents,

- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page.

The Confirmation page for Application of Provider will be displayed as follows.

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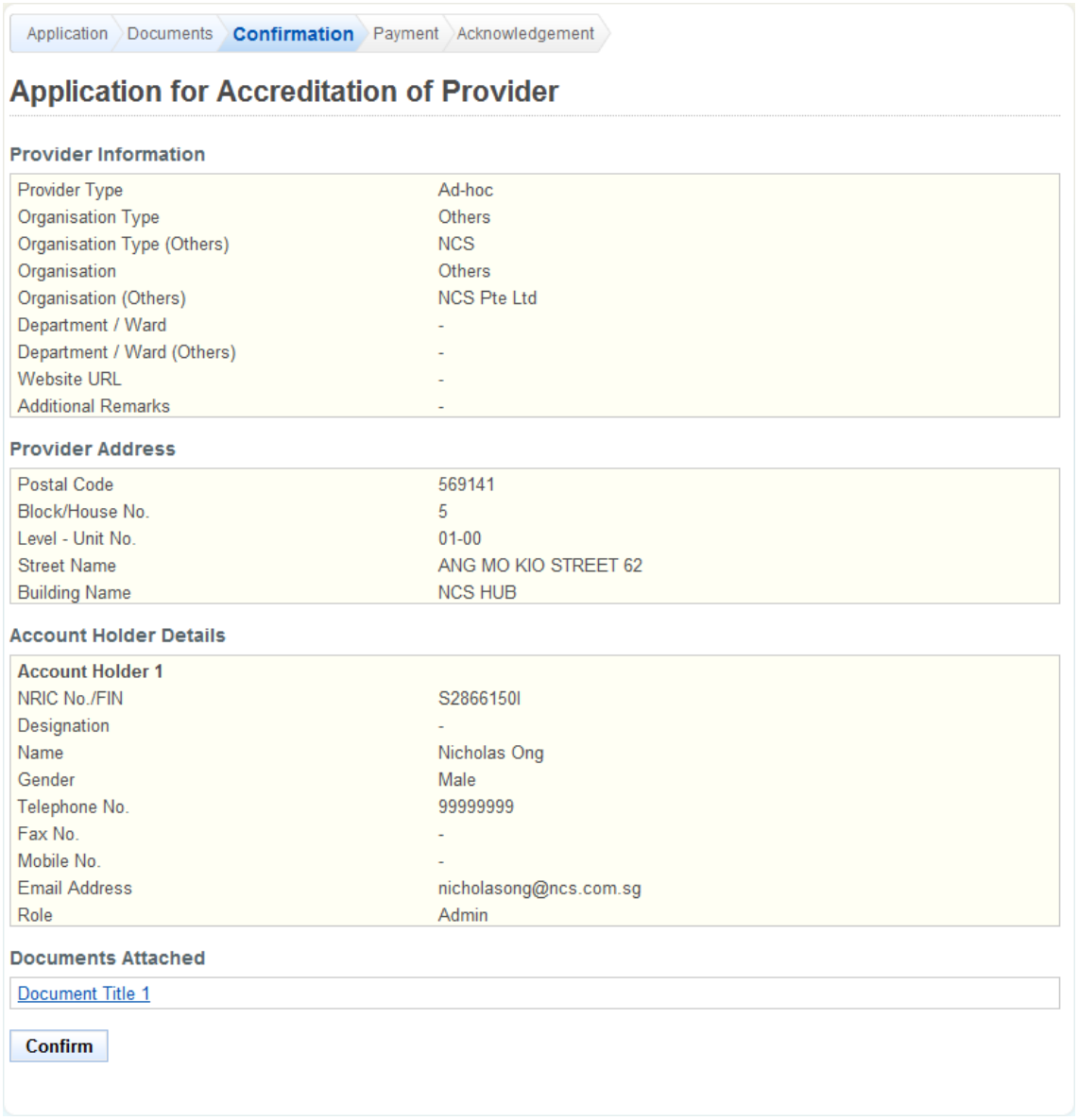

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **[Confirm]** button at the bottom of the page to proceed to the Acknowledgement page.

The Acknowledgement page for Application of Provider will be displayed as follows.

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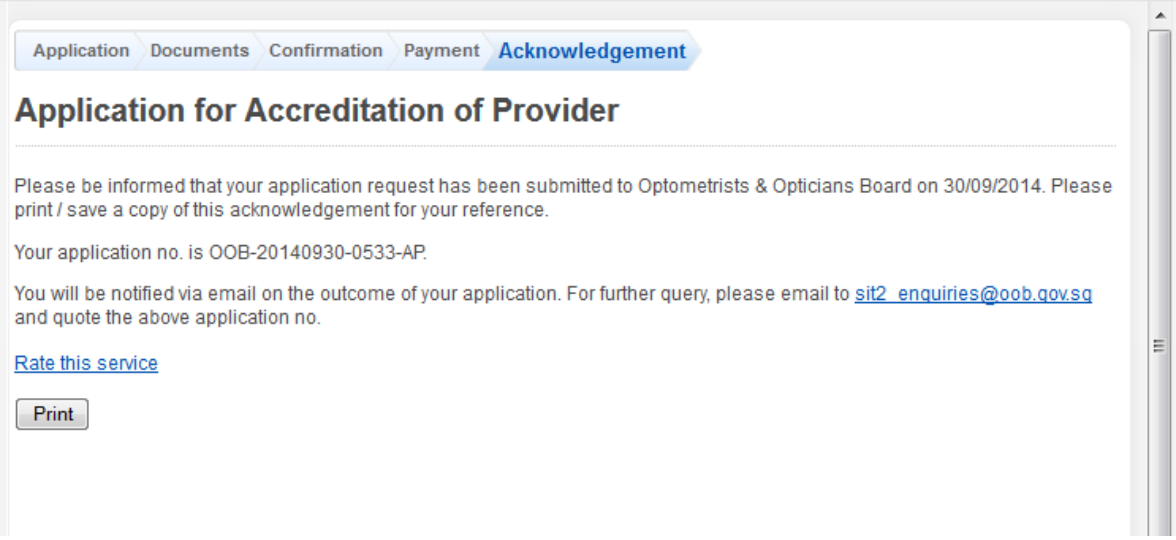
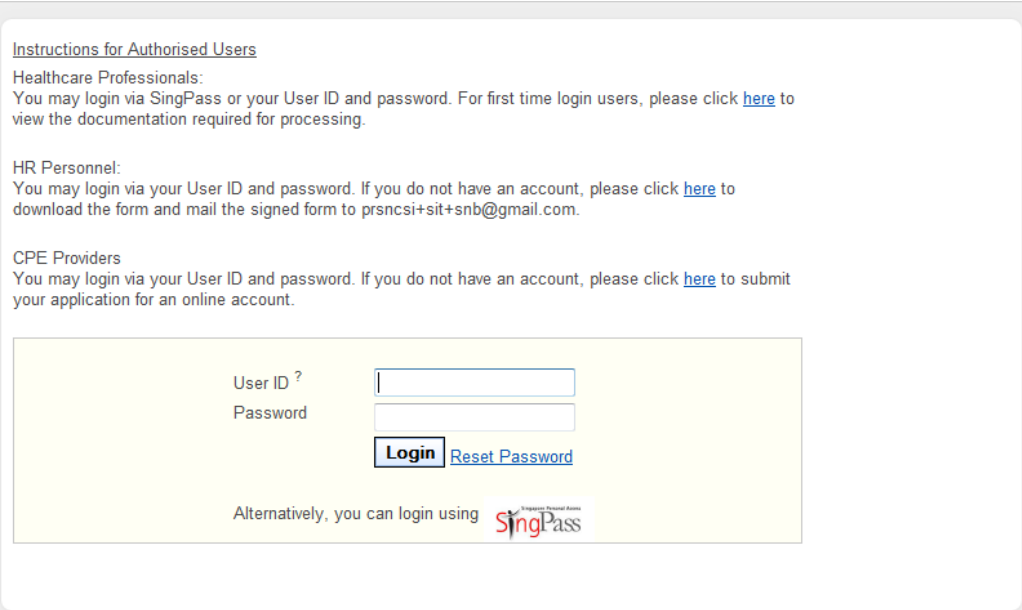

Application
Documents
Confirmation
Payment
Acknowledgement
Application for Accreditation of Provider
Please be informed that your application request has been submitted to Optometrists & Opticians Board on 30/09/2014. Please print / save a copy of this acknowledgement for your reference.
Your application no. is OOB-20140930-0533-AP.
You will be notified via email on the outcome of your application. For further query, please email to sit2_enquiries@oob.gov.sg and quote the above application no.
Rate this service
Print

- Click **[Print]** button at the bottom of the page to print the Acknowledgement page, if necessary.

An acknowledgement email will be sent to Admin user's email address. It contains Application No., Temporary User ID and Temporary Password for user to login to the system, check the application status and upload more supporting document, if necessary.
Upon provider application approval, the Account Holder's email address will become the permanent User ID.

2.2. Enquire Provider Application

The PRS Login screen will be displayed as follows.


Instructions for Authorised Users
Healthcare Professionals:
You may login via SingPass or your User ID and password. For first time login users, please click here to view the documentation required for processing.
HR Personnel:
You may login via your User ID and password. If you do not have an account, please click here to download the form and mail the signed form to prsncsi+sit+snb@gmail.com.
CPE Providers
You may login via your User ID and password. If you do not have an account, please click here to submit your application for an online account.
User ID ?
Password
Login
Reset Password
Alternatively, you can login using SingPass

To enquire provider application, admin user required to login to the system.

- Enter **User ID** with Temporary User ID
- Enter **Password** with Temporary Password

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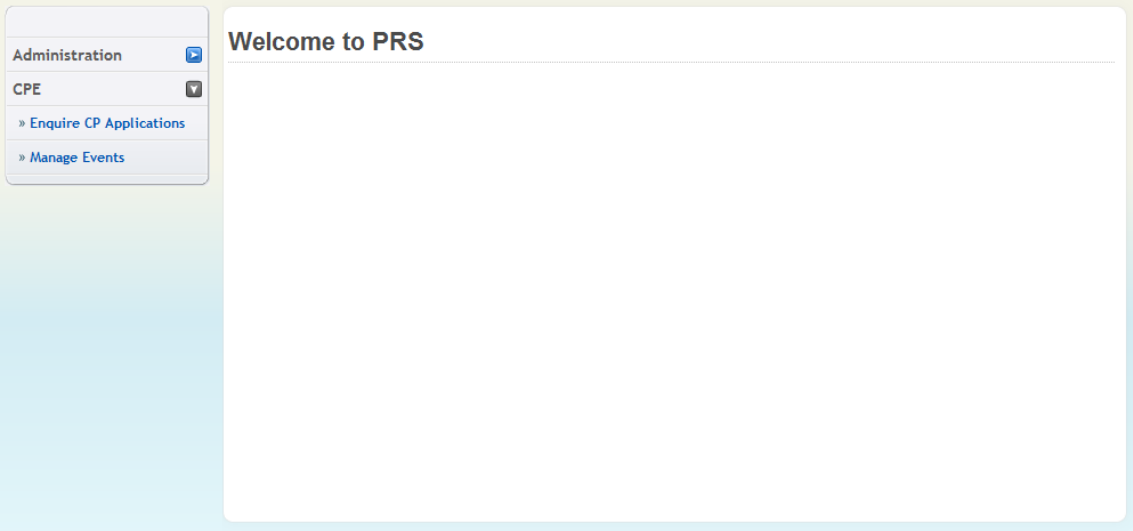
- Click **[Login]** button to login to PRS

Both Temporary User ID and Temporary Password are found in the Acknowledgement email of Provider Application sent to Admin User.

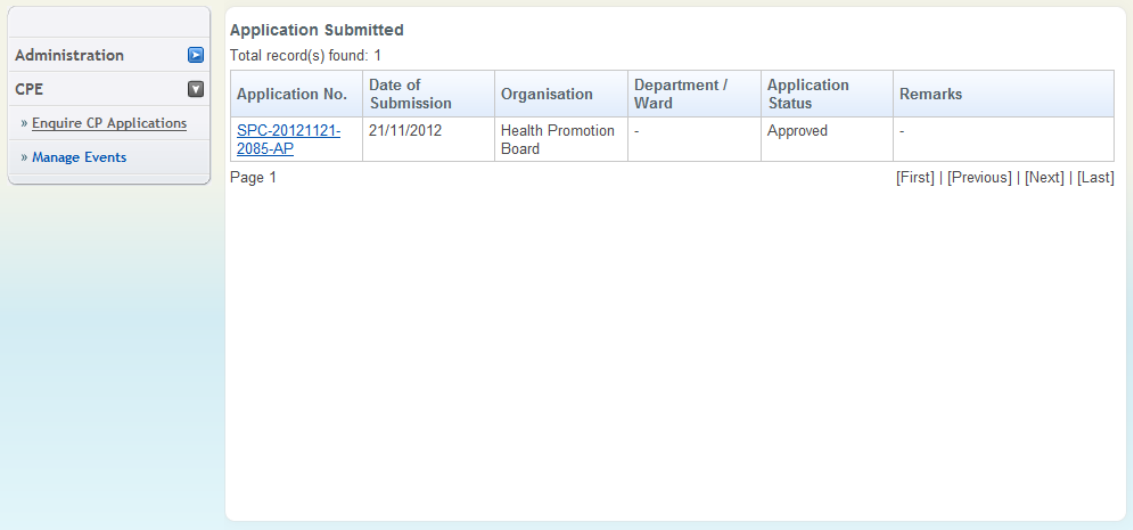
The PRS landing page will be displayed as follows.



The menu on the left displays the functions you have access to. To Enquire CP Application, click on the **[CPE]** menu item. Click on **[Enquire CP Applications]** link to open Enquire CP Application page.

2.2.1. View Provider Application Details

The Enquire CP Application page will be displayed as follows.



To proceed to the Application Details page:

- Click on **[Application No.]** link

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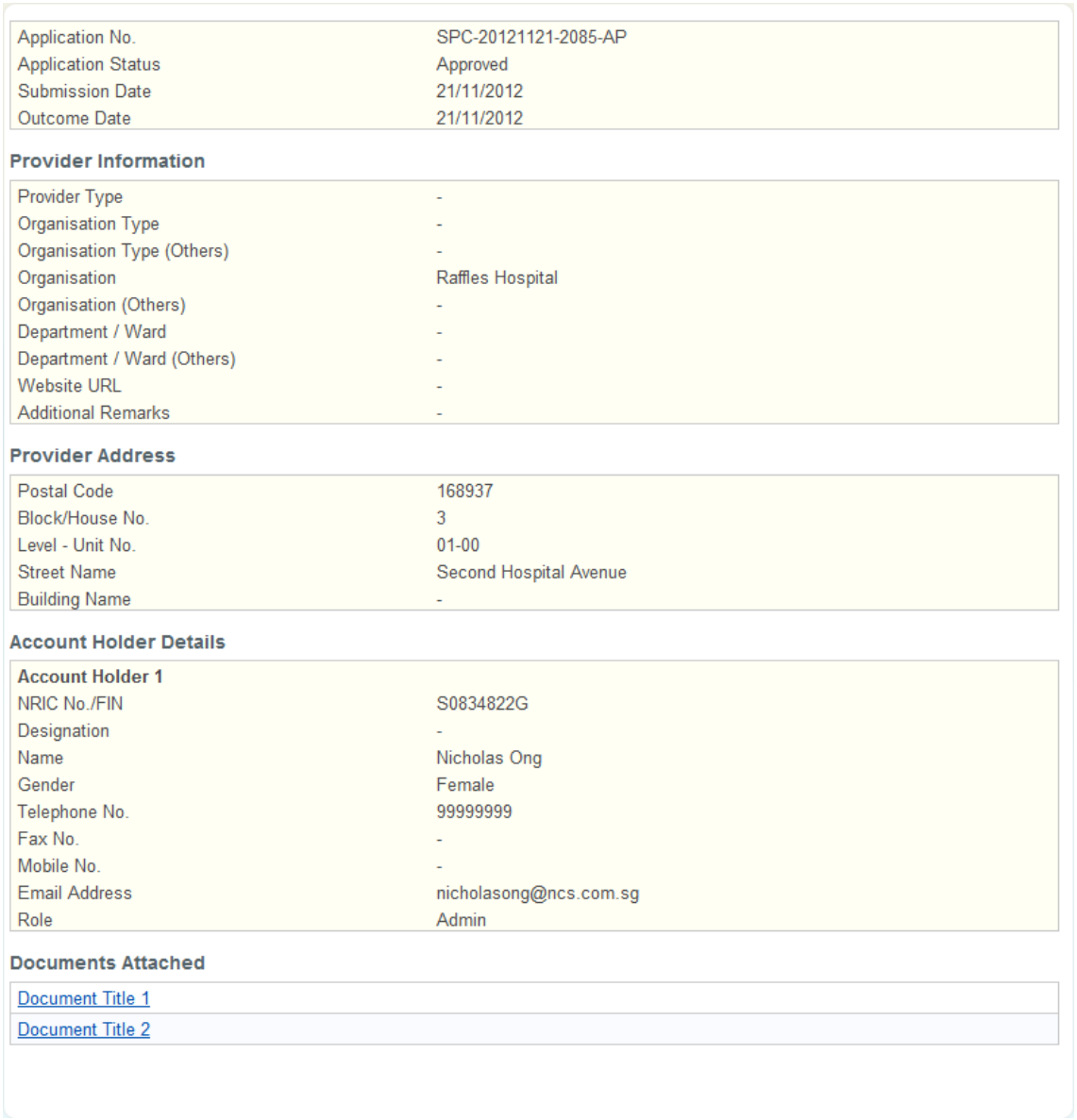
The Application Details page will be displayed as follows.



Application No.	SPC-20121121-2085-AP
Application Status	Approved
Submission Date	21/11/2012
Outcome Date	21/11/2012

Provider Information

Provider Type	-
Organisation Type	-
Organisation Type (Others)	-
Organisation	Raffles Hospital
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

Provider Address

Postal Code	168937
Block/House No.	3
Level - Unit No.	01-00
Street Name	Second Hospital Avenue
Building Name	-

Account Holder Details

Account Holder 1	
NRIC No./FIN	S0834822G
Designation	-
Name	Nicholas Ong
Gender	Female
Telephone No.	99999999
Fax No.	-
Mobile No.	-
Email Address	nicholasong@ncs.com.sg
Role	Admin

Documents Attached

Document Title 1
Document Title 2

To download the document attached:

- Click on **[Document Title]** link

The pop-up box to download document will be displayed as follows.

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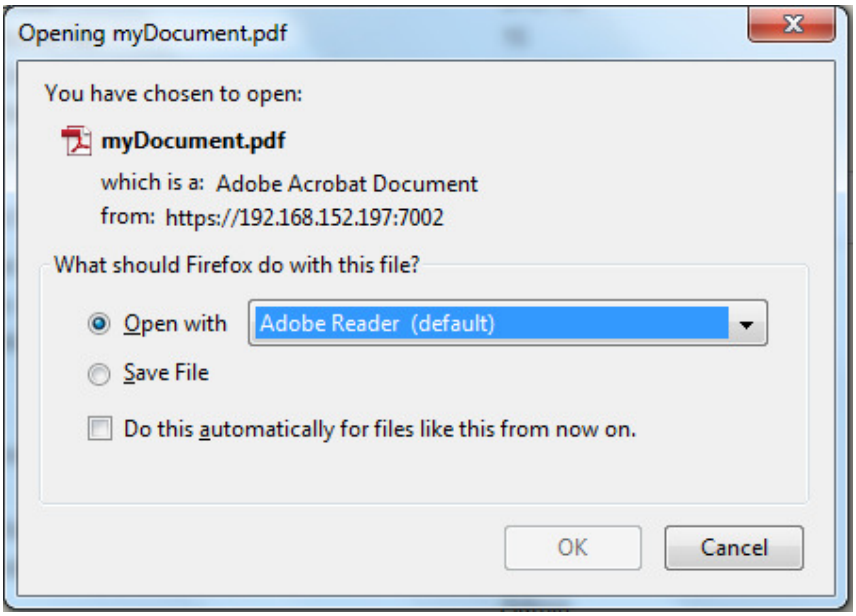
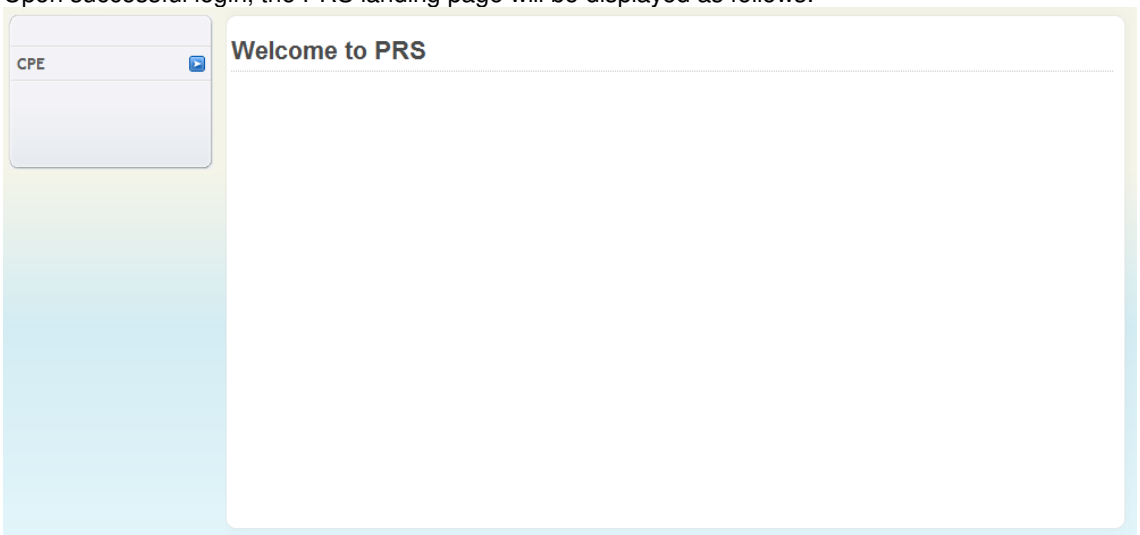


2.2.2. Upload More Supporting Document

If more supporting documents required for the provider application, an email will be sent to the admin account holder. The admin account holder should login to the PRS system using the temporary User ID and password and submit the requested documents to HPE.

Upon successful login, the PRS landing page will be displayed as follows.



The menu on the left displays the functions you have access to. To Enquire CP Application, click on the **[CPE]** menu item. Click on **[Enquire CP Applications]** link.

The Enquire CP Application page will be displayed as follows.

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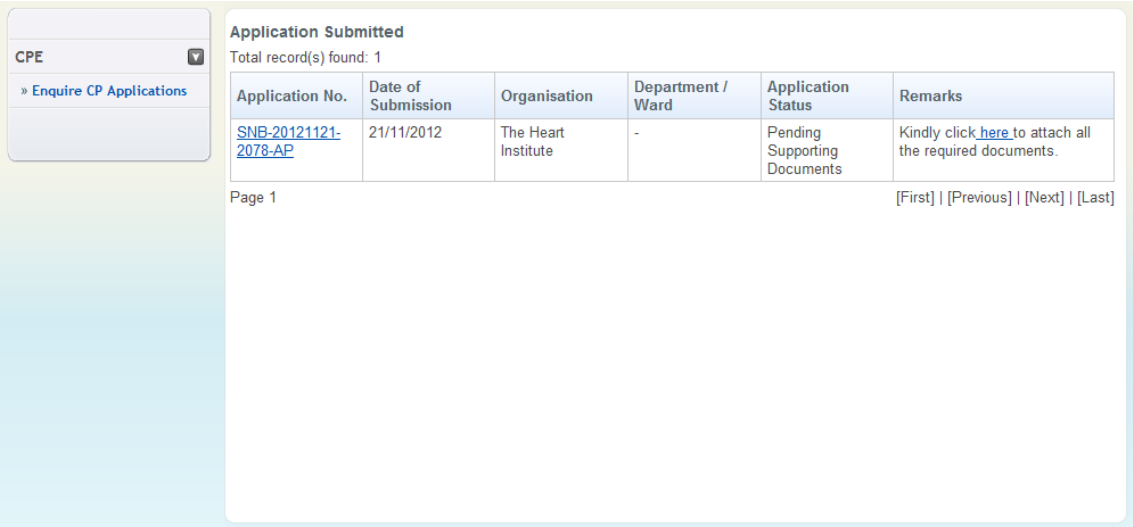
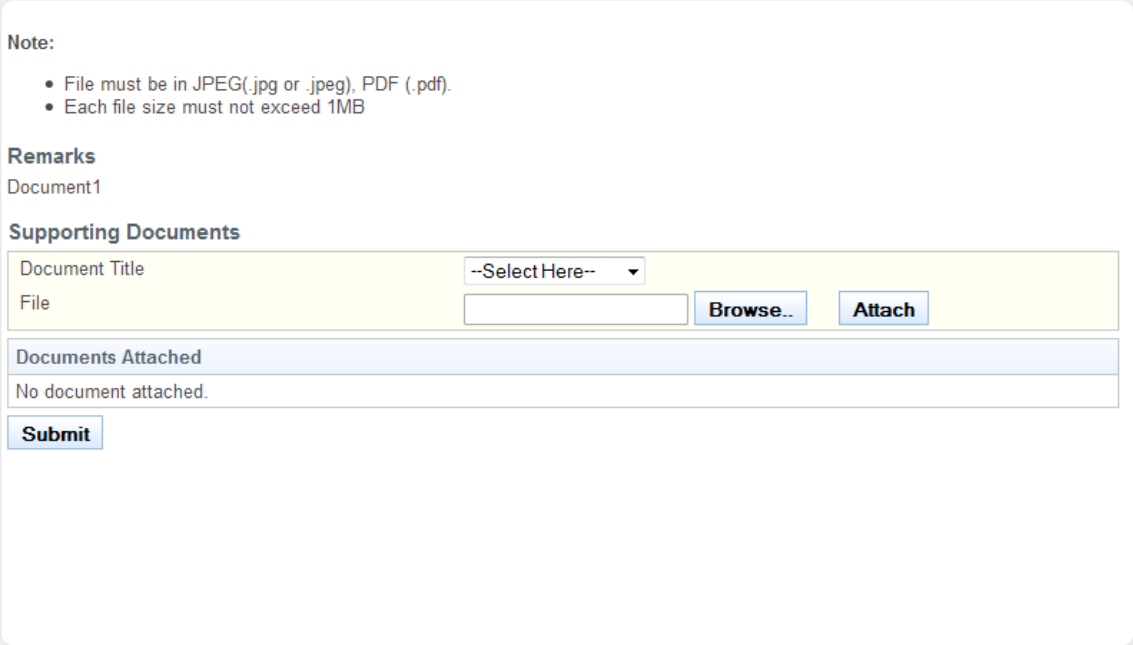


To proceed to attach required documents:

- Click on the **[here]** link found on Remarks column of Application with Application Status = "Pending Supporting Documents"

The Upload Supporting Document page will be displayed as follows.



To attach documents:

- Select the **Document Title**
  - If "Others", enter other **Title of Document**
- Click on the **[Browse]** button
- Select the document to attach
- Click on the **[Attach]** button

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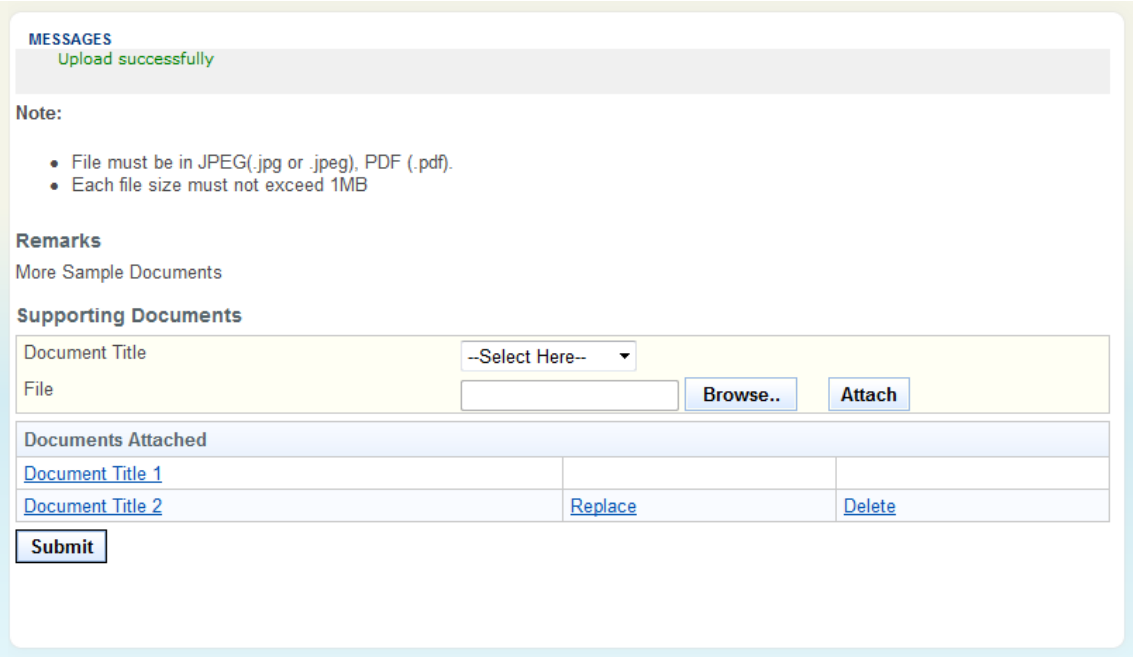
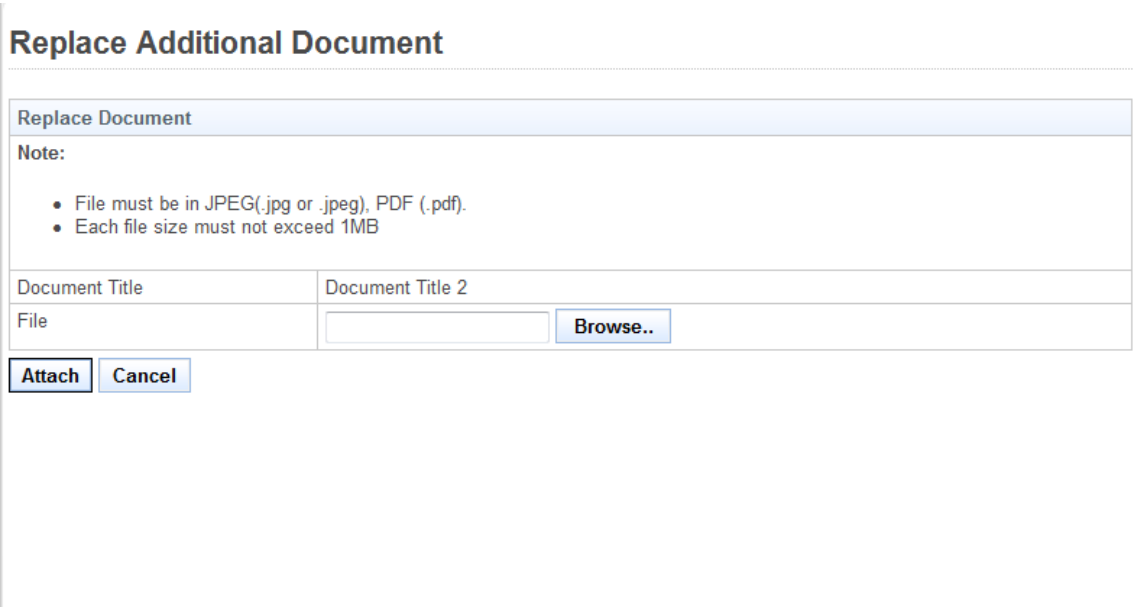
The document is added to the table upon clicking on the **[Attach]** button.



Should the need arise to replace the attached document:

- Click **[Replace]** link

The Replace Document page is displayed as follows.



To replace document attached:

- Click on the **[Browse]** button

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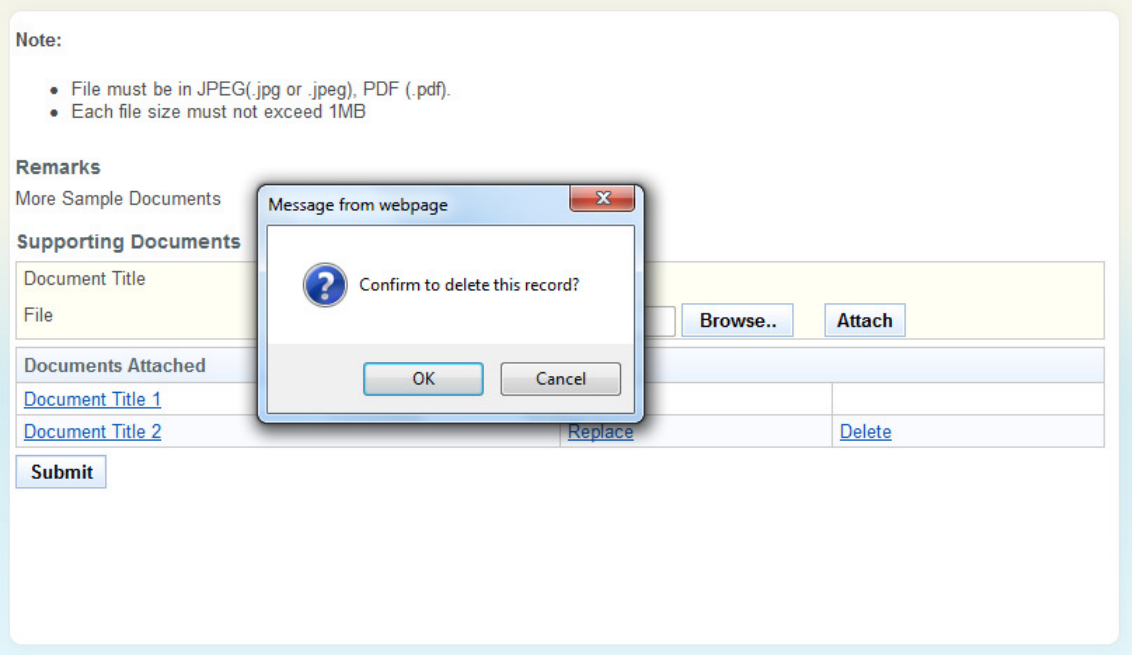
- Select the document to attach
- Click on the **[Attach]** button

Back to the Upload Supporting Document page,
The document to replace the previous document is added to the table upon clicking on the **[Attach]** button.

Should the need arise to delete the attached document:
- Click on the **[Delete]** button

Confirmation box for deletion is displayed as follows.



To delete the document attached:
- Click on the **[OK]** button

Back to the Upload Supporting Document page,
The document is deleted from the table upon clicking on the **[OK]** button.

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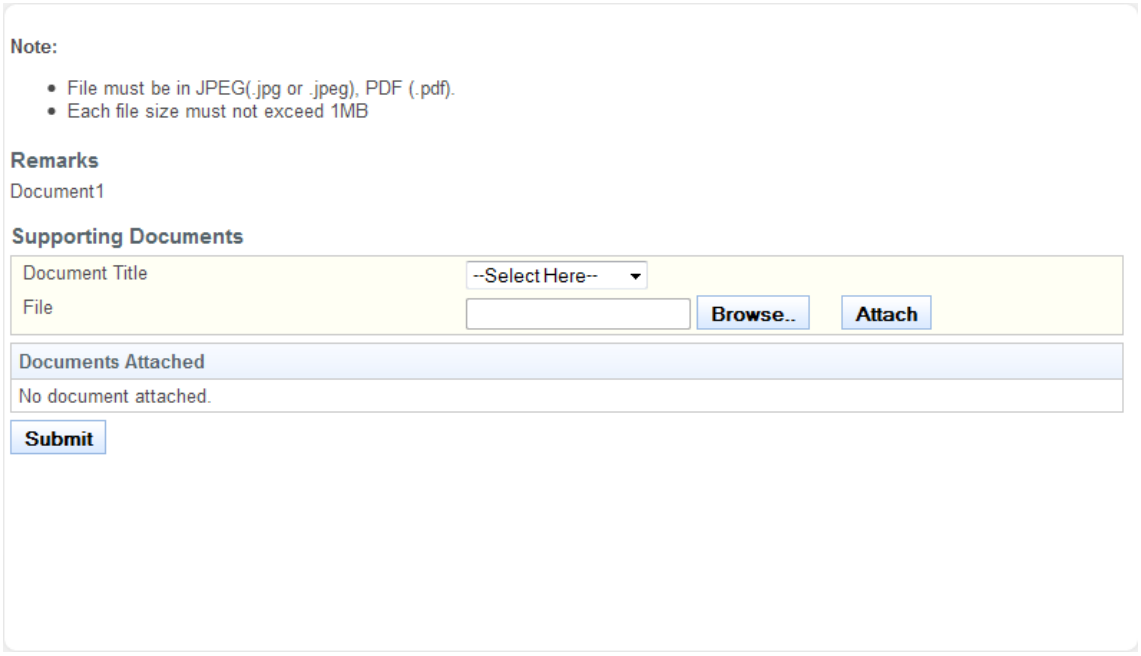
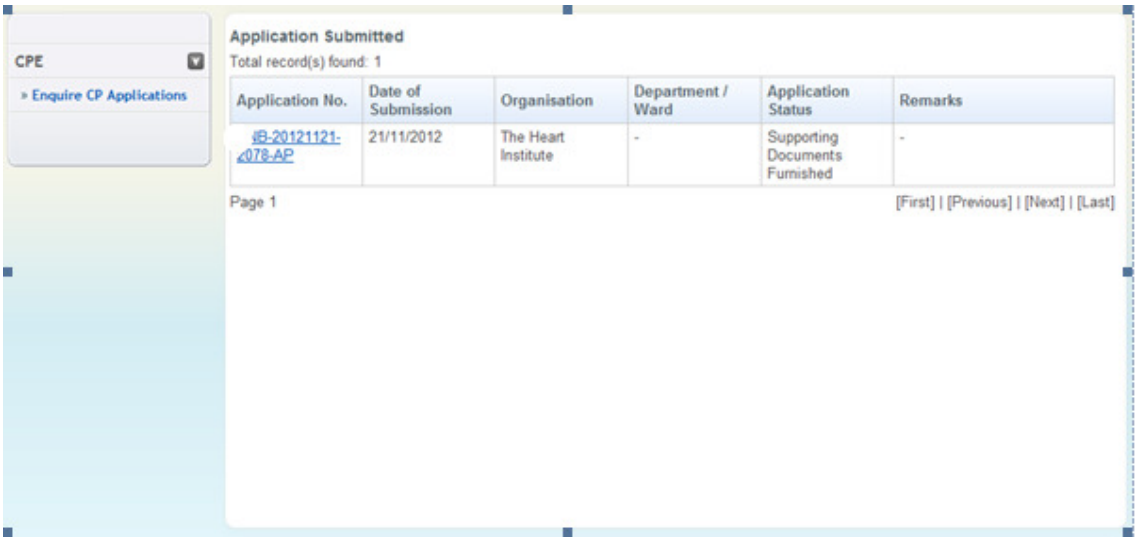


After all necessary documents are attached, submit the documents back to HPE:

- Click on the **[Submit]** button

The Enquire CP Application page after application has submitted the pending supporting document is displayed as follows.



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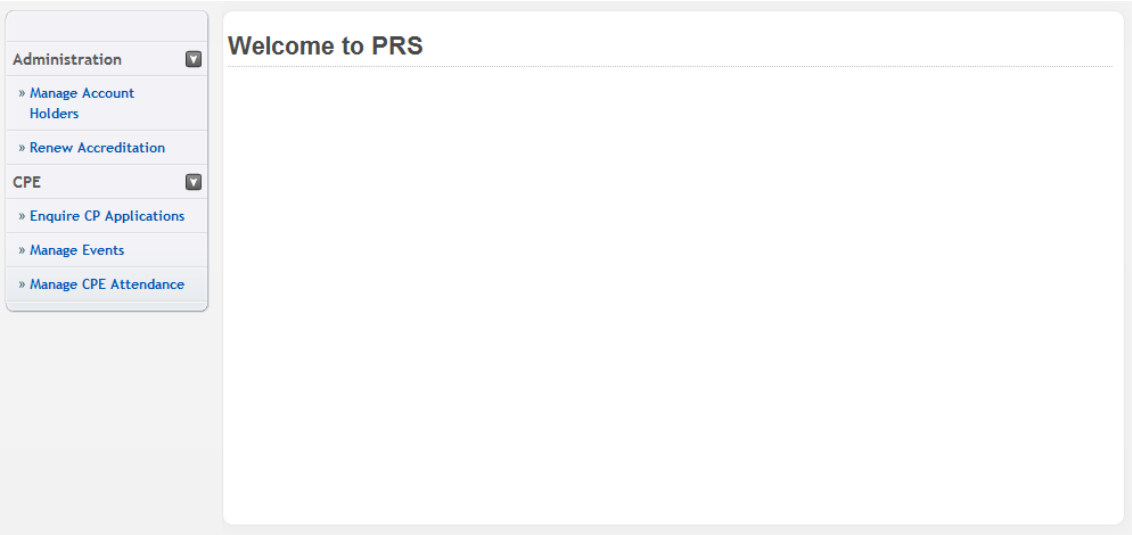
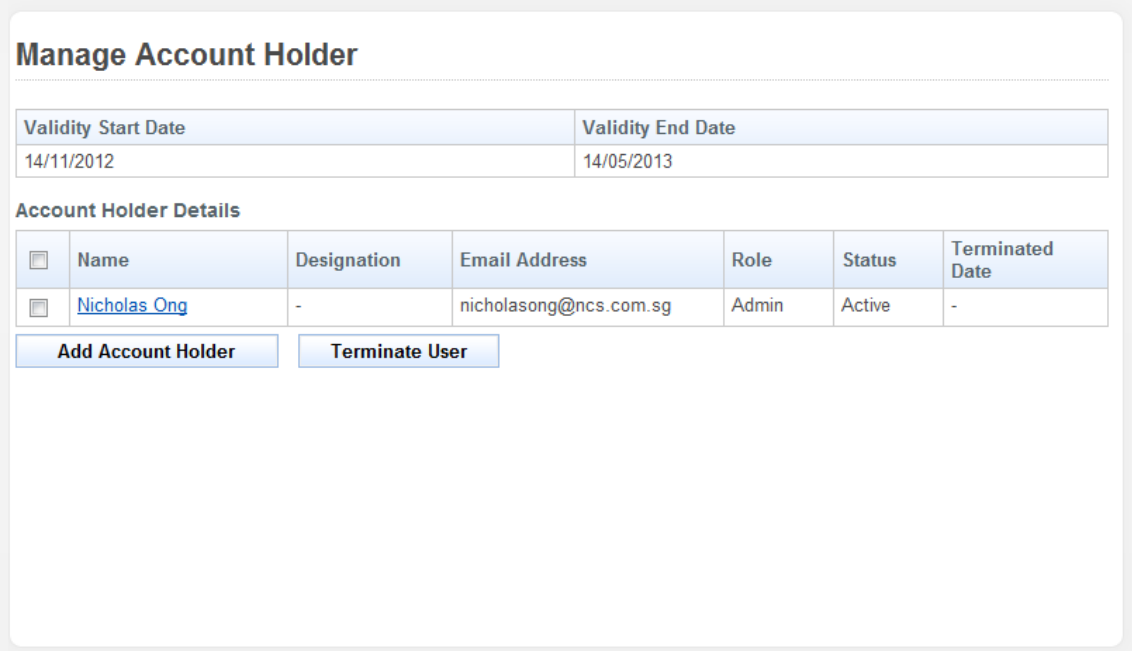
2.3. Manage Account Holders

Upon successful login, the PRS landing page will be displayed as follows.



Manage Account Holder function is only accessible by Admin User of approved provider. To Manage Account Holders, click on the **[Administration]** menu item. Click on **[Manage Account Holders]** link.

The Manage Account Holders page will be displayed as follows.



To update Account Holder details:

- Click on the **[Account Holder Name]** link

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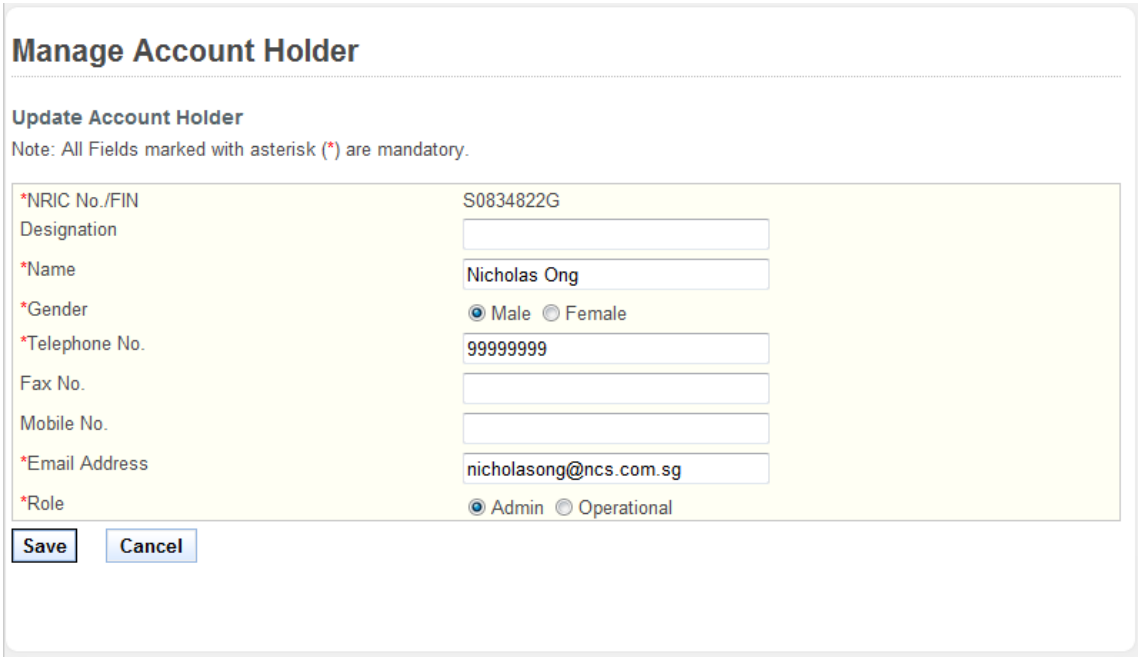
The Update Account Holder details page is displayed as follows.



To update Account Holder details:

- Optional: Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No**.
- Optional: Enter **Fax No.**
- Optional: Enter **Mobile No.**
- Enter **Email Address**
- Select **Role**
- Click **[Save]** button

Back to the Manage Account Holder page,
The Account Holder details are being updated upon clicking on the **[Save]** button.

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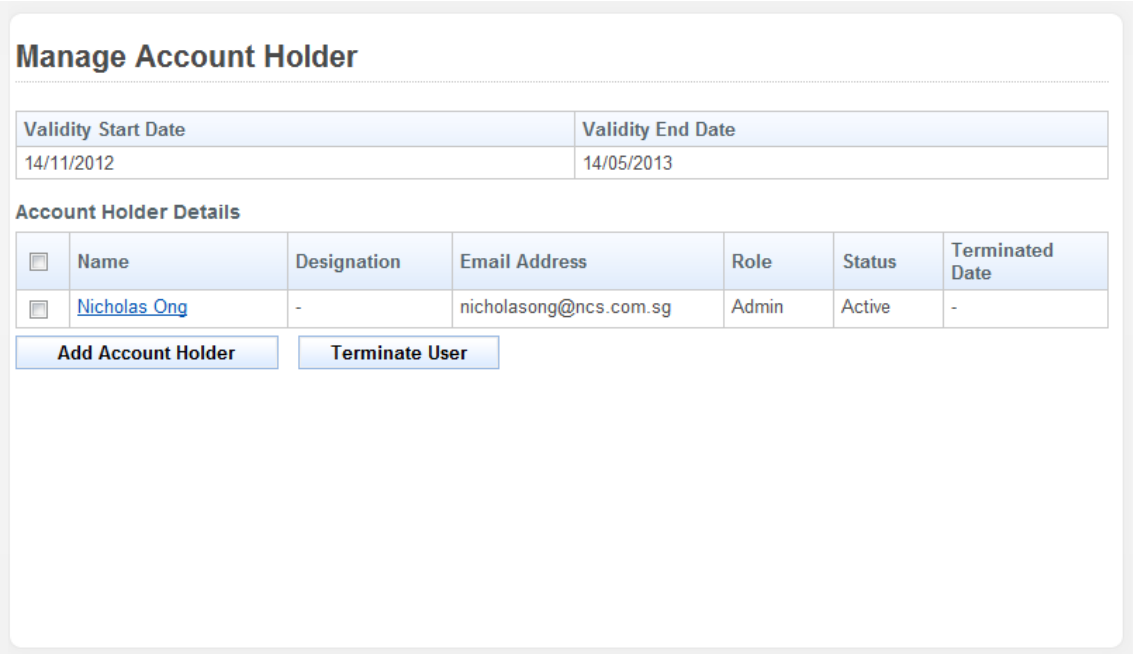
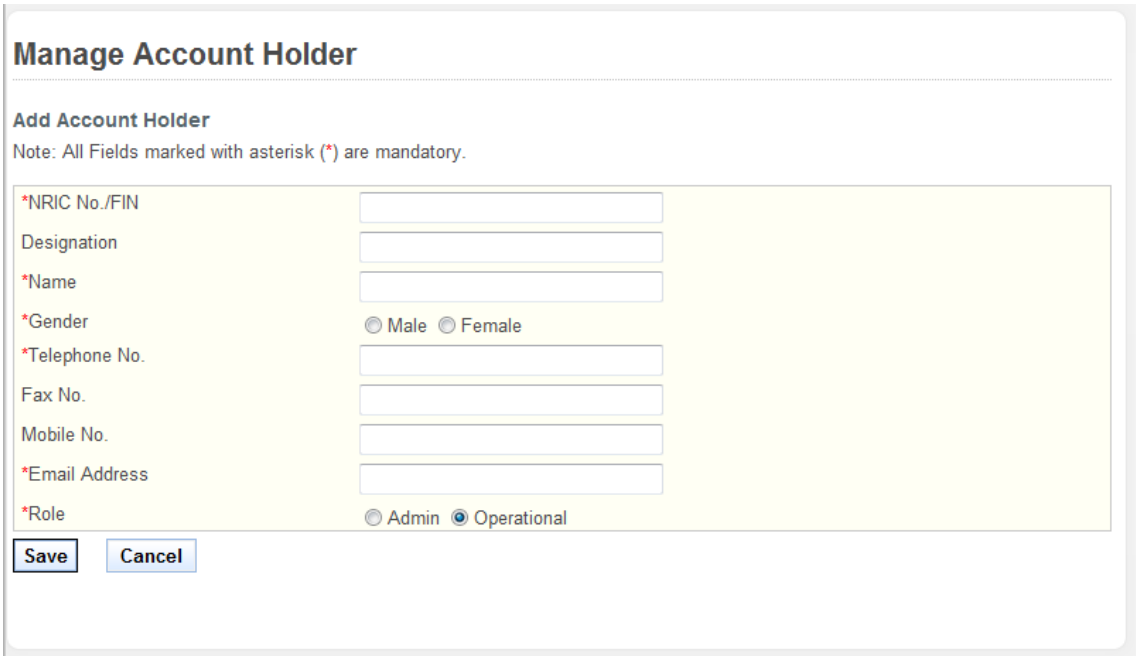


To Add Account Holder:

- Click on the **[Add Account Holder]** button

The Add Account Holder page is displayed as follows.



To Add Account Holder:

- Enter **NRIC No./FIN**
- Optional: Enter **Designation**

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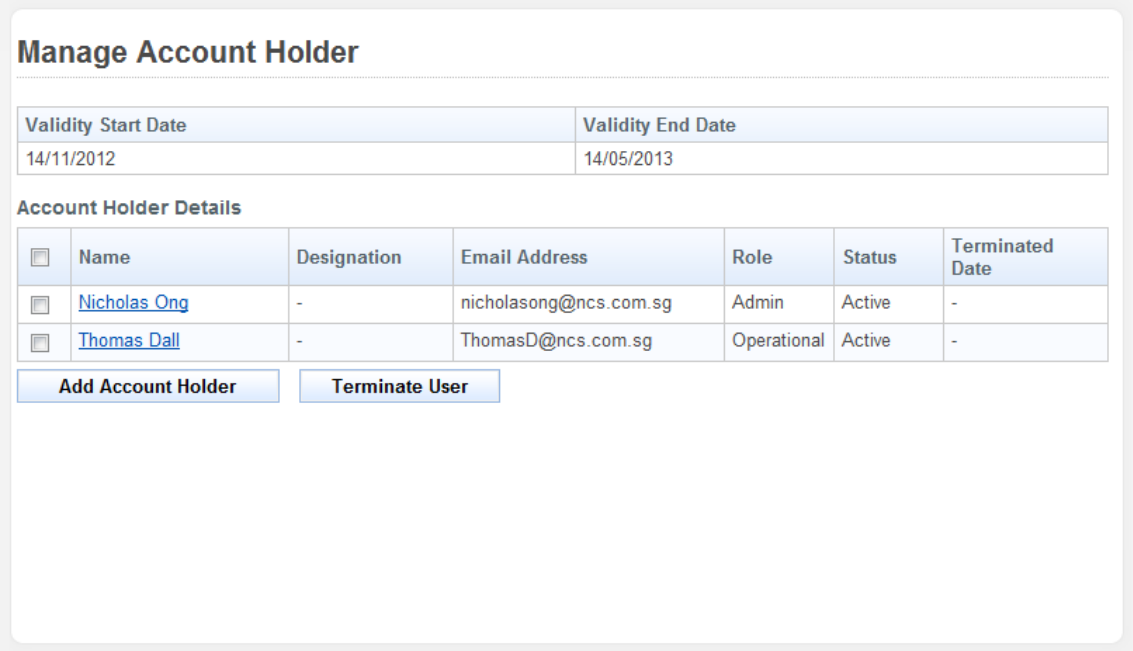
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- Optional: Enter **Fax No.**
- Optional: Enter **Mobile No.**
- Enter **Email Address**
- Select **Role**
- Click **[Save]** button at the bottom of the page to proceed on adding account holder

Back to the Manage Account Holder page,
The new Account Holder is added in the table upon clicking on the **[Save]** button.



To Terminate User:
- Select the checkbox of Account Holder for termination
- Click on the **[Terminate User]** button

Confirmation box for termination of user is displayed as follows.

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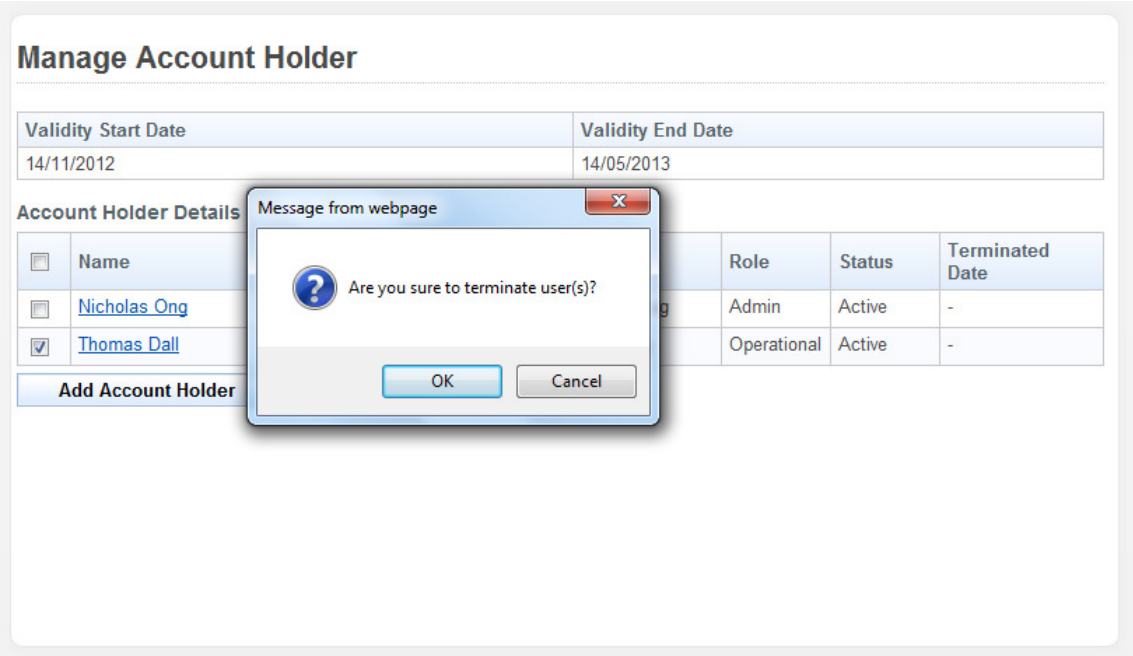
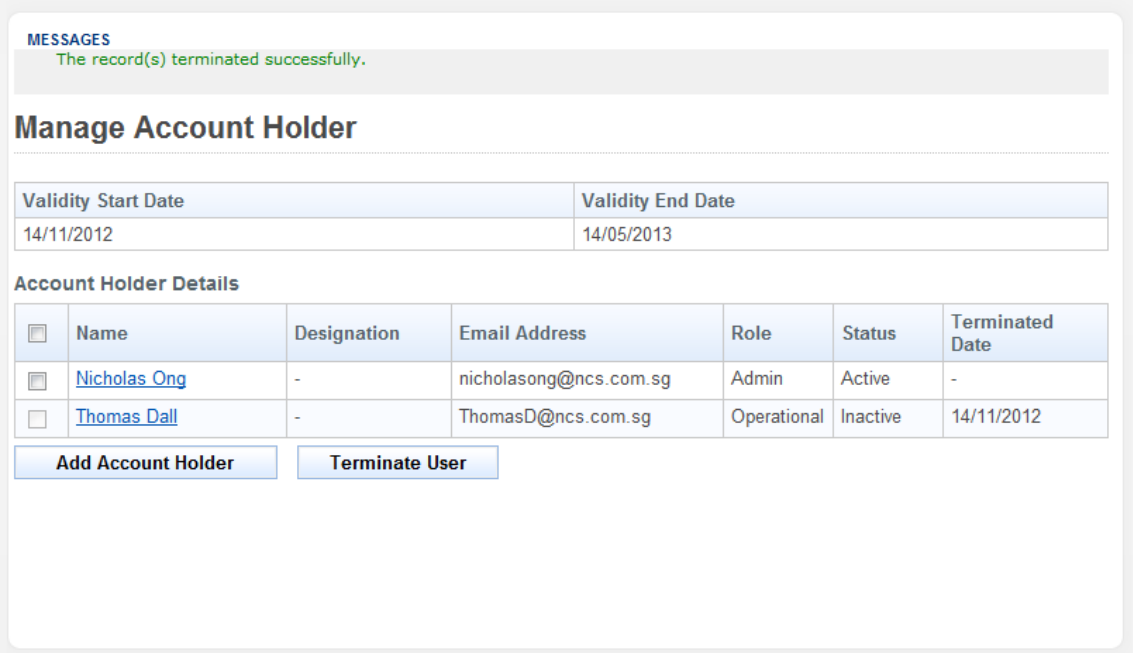


To confirm termination of user:

- Click on the **[OK]** button

Back to the Manage Account Holder page,
The selected Account Holder's record is being terminated with an "Inactive" status, upon clicking on the **[OK]** button.



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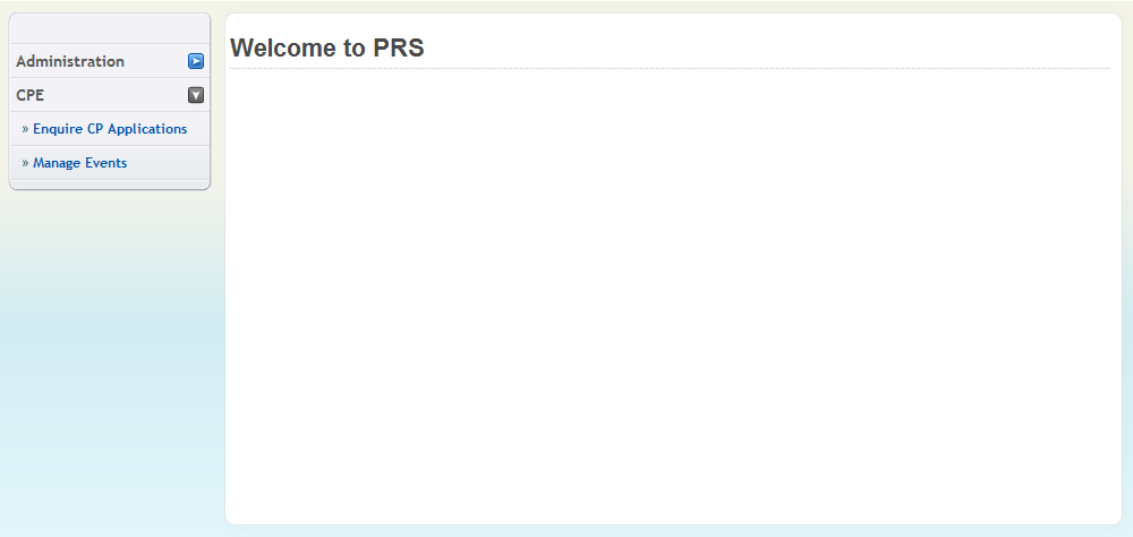
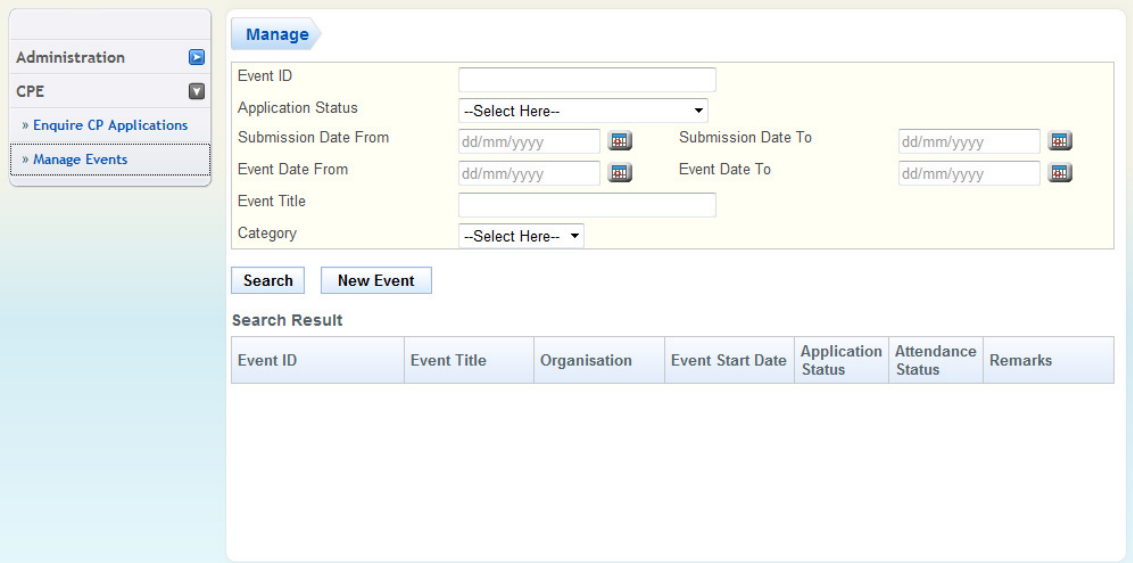
2.4. Manage Events

Upon successful login, the PRS landing page will be displayed as follows.



The menu on the left displays the functions you have access to. To create/update/submit/search an event Application, click on the **[CPE]** menu item. Click on **[Manage Events]** link.

The Manage Events page will be displayed as follows.



2.4.1. Create Events Application

To add New Events:

- Click on **[New Event]** button

The Application of Event page will be displayed as follows.

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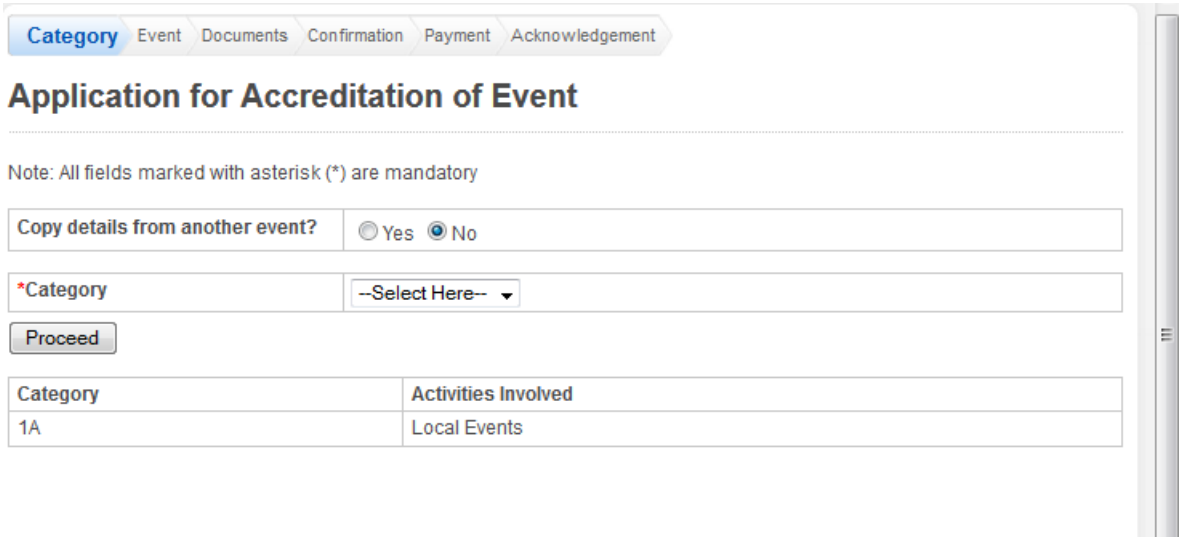
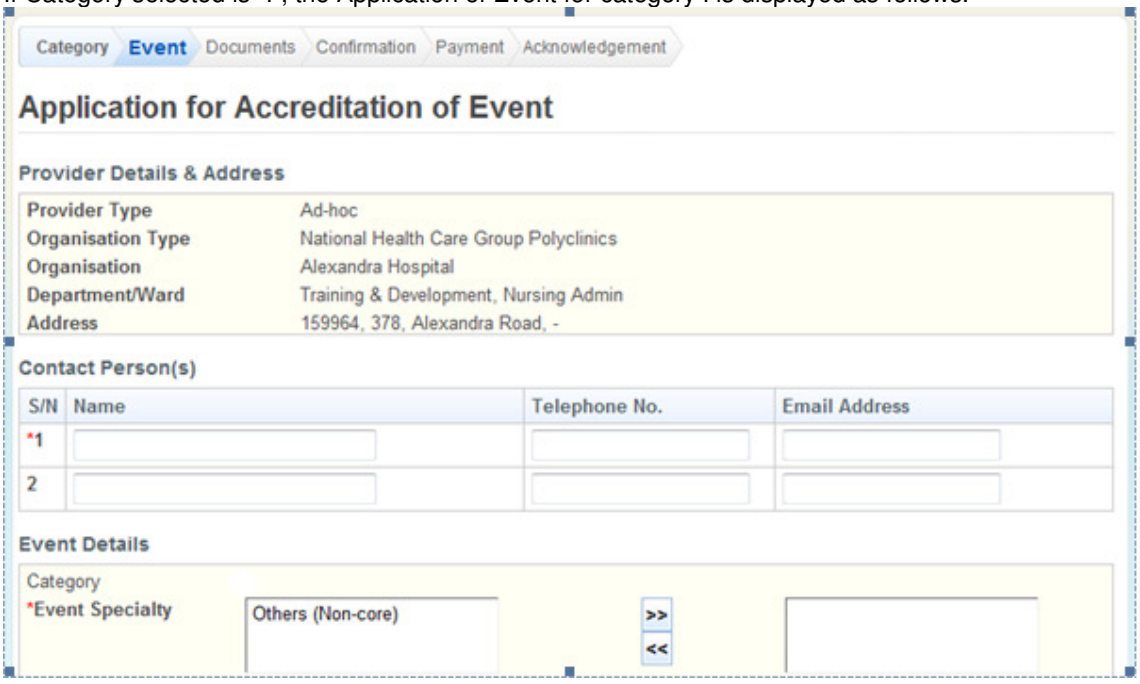


To proceed to the next stage of the application (i.e.: Events):

- Select **Category**
- Click **[Proceed]** button to proceed with the application

2.4.1.1 Submit Local Events Application

If Category selected is "I", the Application of Event for category I is displayed as follows.



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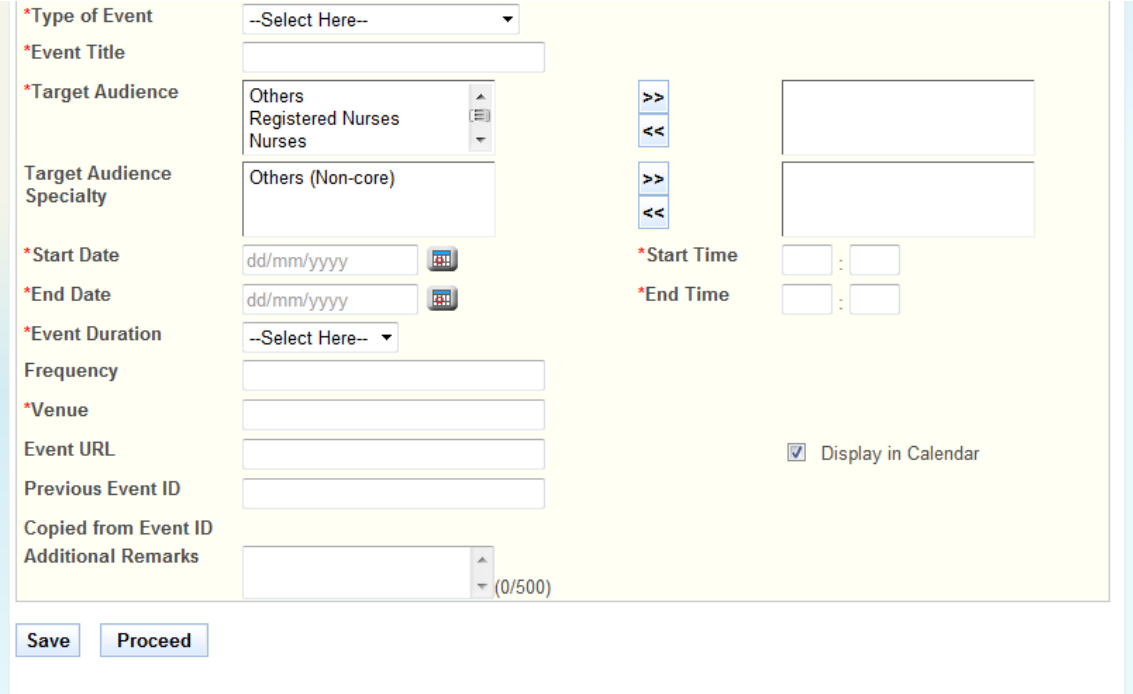

To proceed to the next stage of the application (i.e.: Documents):

- Enter **Name** of Contact Person
- Enter **Telephone No.** of Contact Person
- Enter **Email Address** of Contact Person
- Select **Event Specialty**
- Select **Type of Event**
- Enter **Event Title**
- Select **Target Audience**
- Optional: Select **Target Audience Specialty**
- Select **Start Date**
- Enter **Start Time**
- Select **End Date**
- Enter **End Time**
- Select **Event Duration**
- Optional **Enter Frequency**
- Enter **Venue**
- Optional: Enter **Event URL**
- Optional: Enter **Previous Event ID**
- Optional: Enter **Additional Remarks**
- Click **[Proceed]** button at the bottom of the page to proceed to the Documents page

The Documents page for Application of Event will be displayed as follows.

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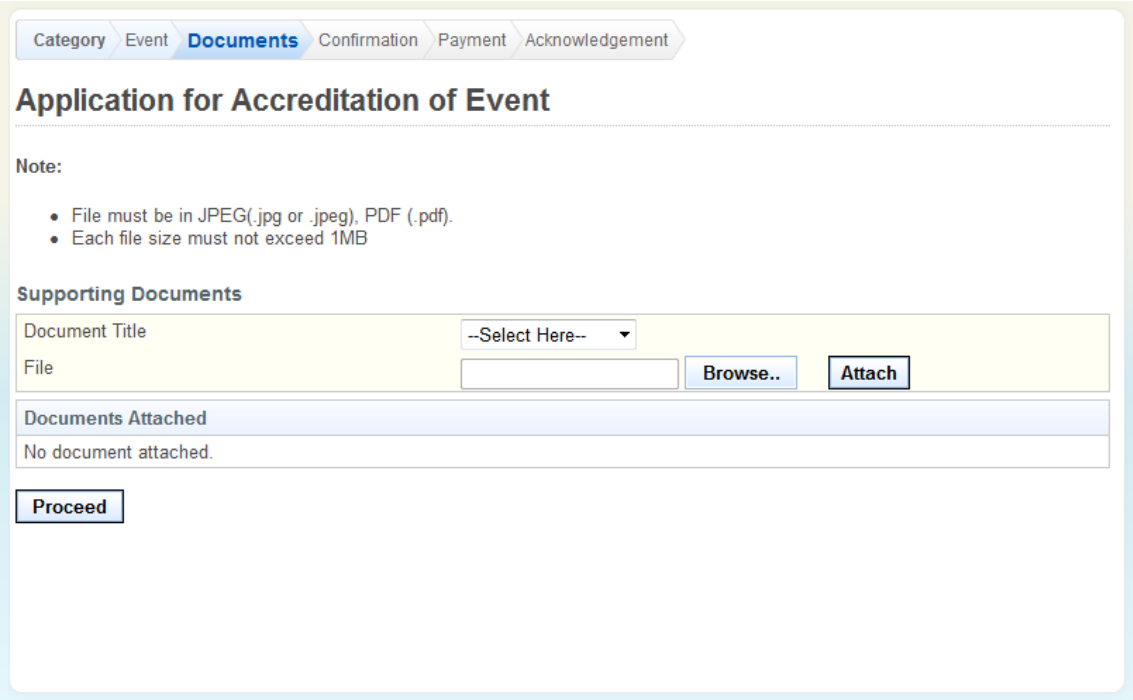

To proceed to the next stage of the application (i.e.: Confirmation):

If there are supporting documents,

- Select a **Document Title,**
  - If "**Others**", enter the other document title
- Click **[Browse]** button to browse documents for uploading
- Click **[Attach]** button to attach uploaded document
- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page

If there are no supporting documents,

- Click **[Proceed]** button at the button of the page to proceed to the Confirmation page

The Confirmation page for Application of Event will be displayed as follows.

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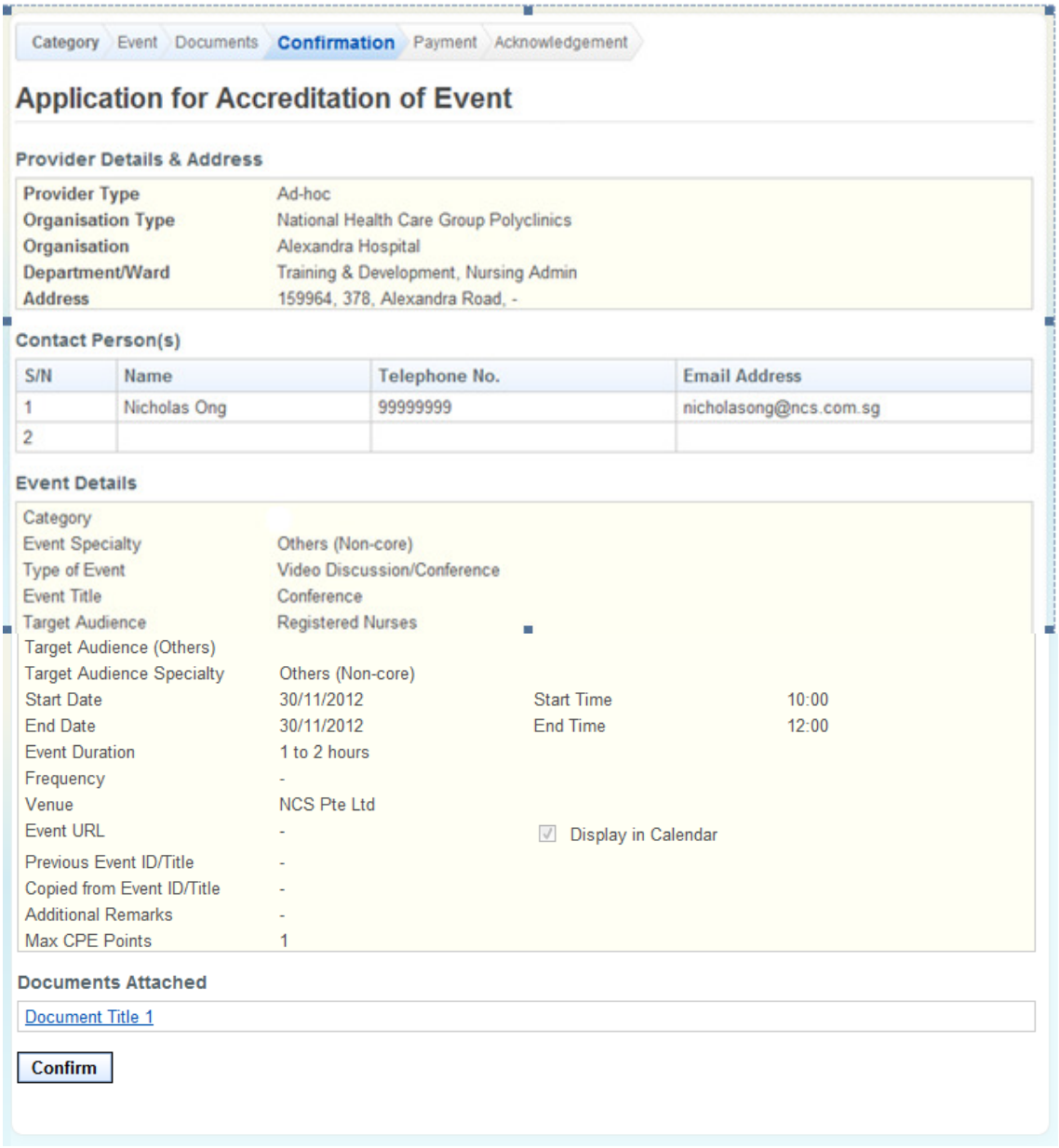

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **[Confirm]** button at the bottom of the page to proceed to the Acknowledgement page

The Acknowledgement page for Application of Event will be displayed as follows.
An acknowledgement email will be sent to account holder email and event's contact person email.

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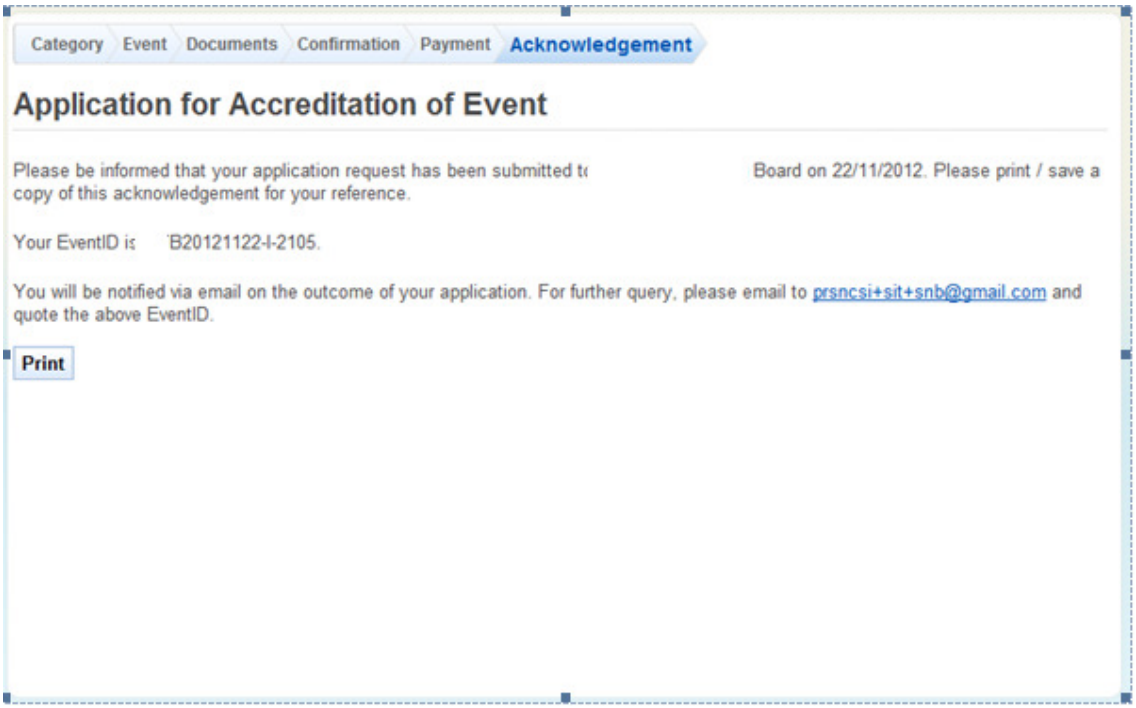
Category
Event
Documents
Confirmation
Payment
Acknowledgement
Application for Accreditation of Event
Please be informed that your application request has been submitted t
Board on 22/11/2012. Please print / save a copy of this acknowledgement for your reference.
Your EventID is
B20121122-I-2105.
You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+snb@gmail.com and quote the above EventID.
Print

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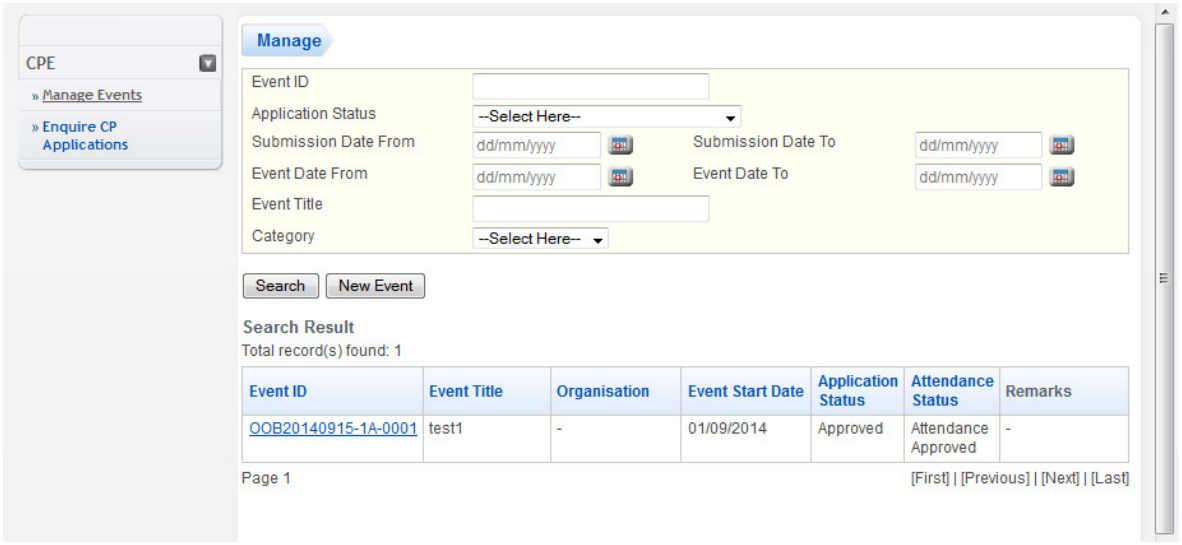
2.4.2. Enquire Event Application Status

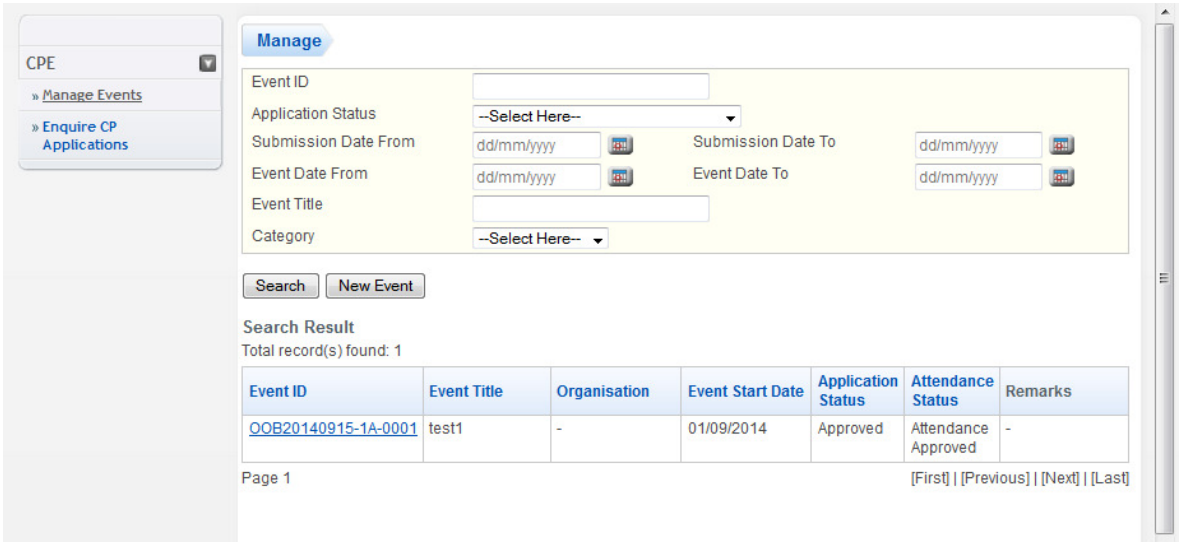
The Manage Events page will be displayed as follows.



To proceed and enquire events:

- Click **[Search]** button to display all event applications

The Manage Events page with all event applications will be displayed as follows.



2.4.2.1 View Non Approved Event Application Details

To proceed and view the details of non-approved event application submitted:

- Click on the **[Event ID]** link of application which Application Status is not Approved

The details of selected non approved event application will be displayed as follows.

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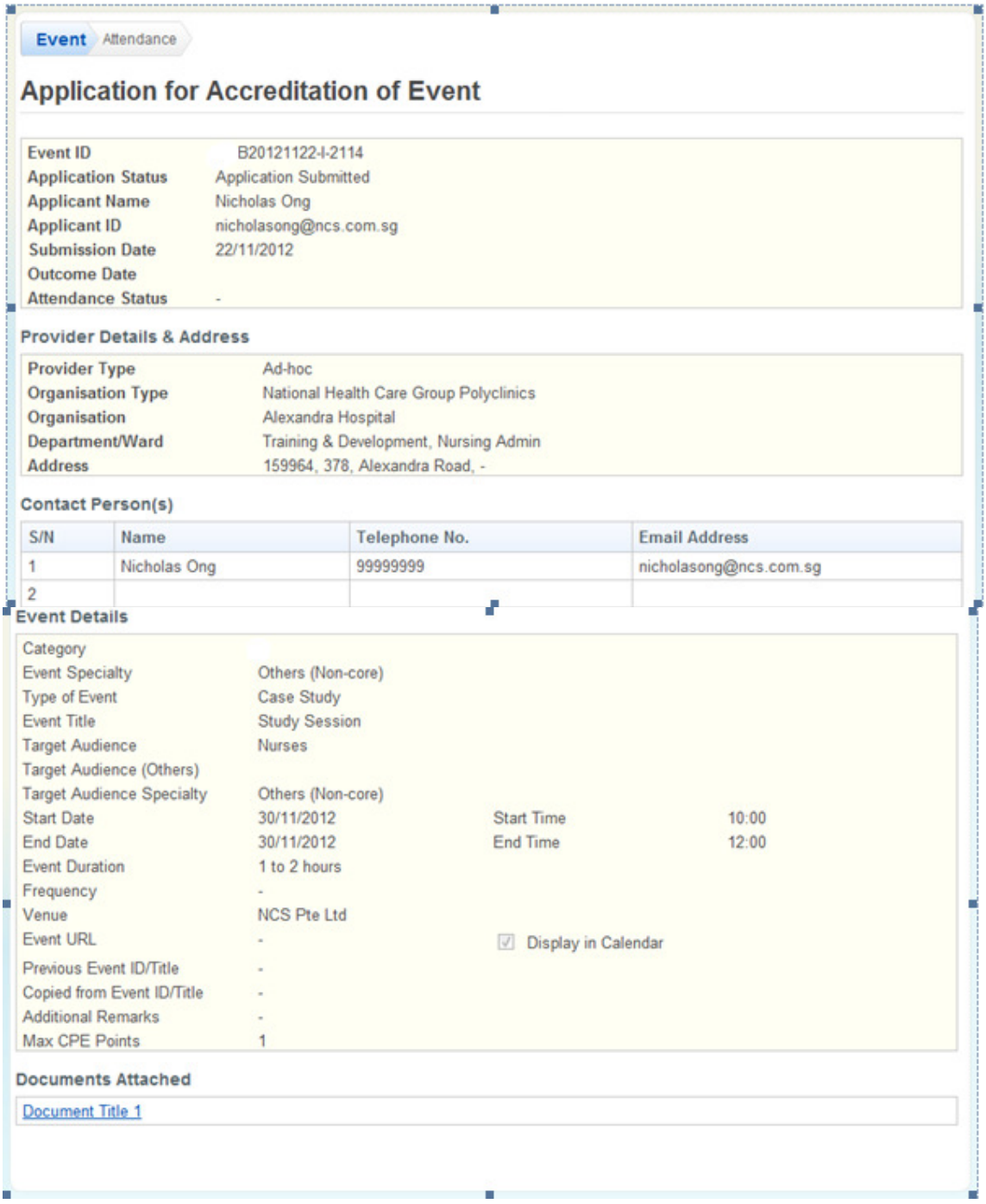

Event Attendance

Application for Accreditation of Event

Event ID	B20121122-I-2114
Application Status	Application Submitted
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	22/11/2012
Outcome Date	
Attendance Status	-

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	National Health Care Group Polyclinics
Organisation	Alexandra Hospital
Department/Ward	Training & Development, Nursing Admin
Address	159964, 378, Alexandra Road, -

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category			
Event Specialty	Others (Non-core)		
Type of Event	Case Study		
Event Title	Study Session		
Target Audience	Nurses		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	30/11/2012	Start Time	10:00
End Date	30/11/2012	End Time	12:00
Event Duration	1 to 2 hours		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	-	☑ Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Documents Attached

Document Title 1

To download the document attached:

- Click on **[Document Title]** link

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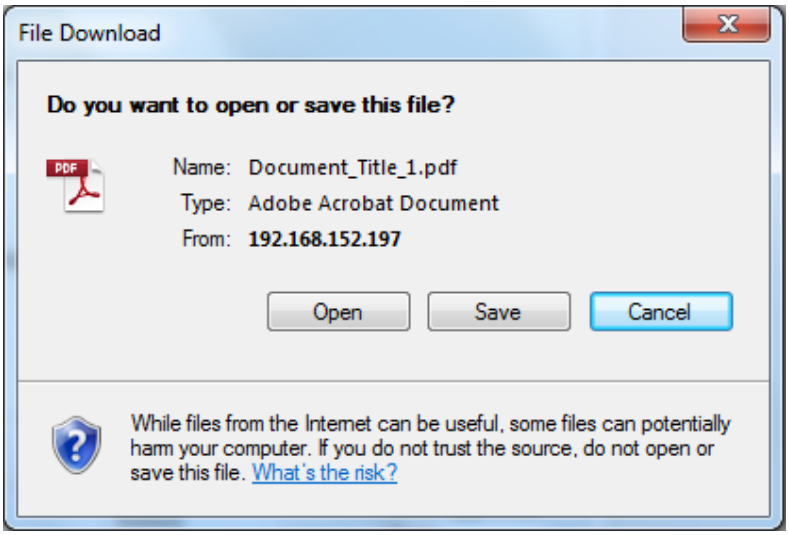
The pop-up box to download document will be displayed as follows.


File Download
Do you want to open or save this file?
Name: Document_Title_1.pdf
Type: Adobe Acrobat Document
From: 192.168.152.197
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

2.4.2.2 Upload More Supporting Documents

If more supporting documents required for the event application, an email will be sent to the account holder who create the event. The account holder should login to the PRS system and submit the requested documents to HPE.

The Manage Event page with all event applications will be displayed as follows.

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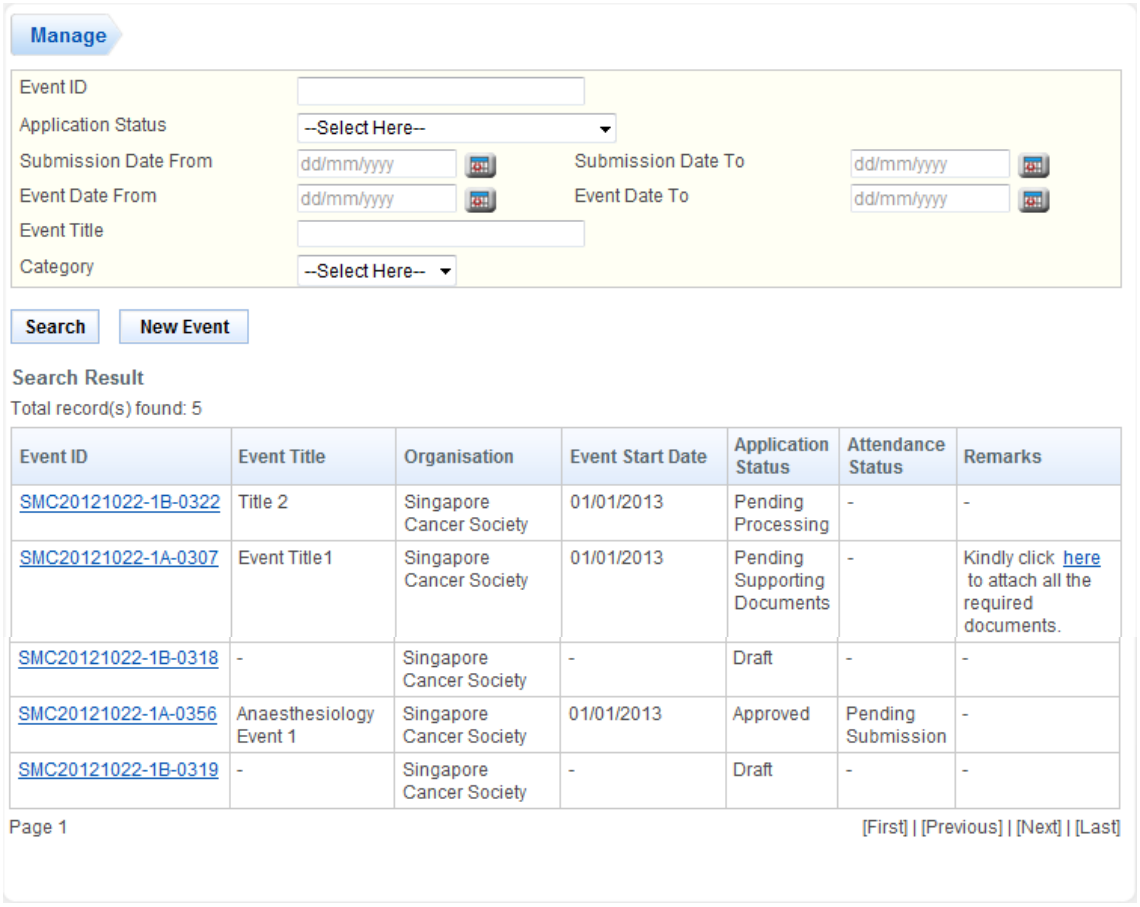

To proceed to attach required documents:

- Click on the **[here]** link found on Remarks column of Application with Application Status = "Pending Supporting Documents"

The Upload Supporting Document page will be displayed as follows.

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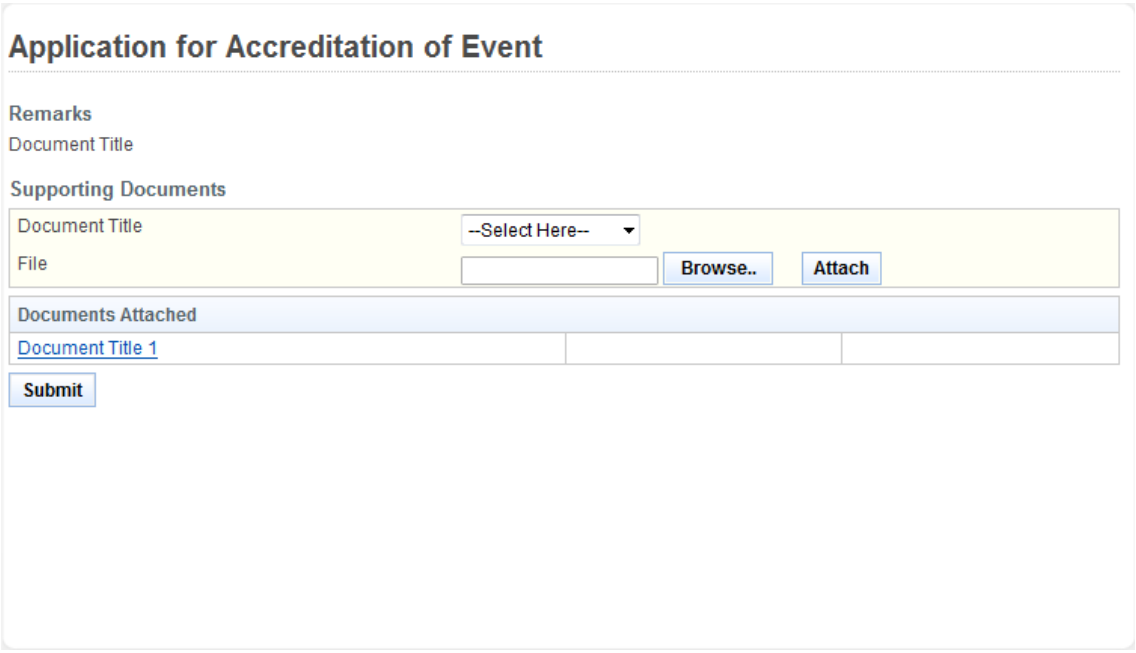

Please refer to the steps found in 2.2.2 Upload More Supporting Document for further instruction.

2.4.2.3 View Approved Event Application Details – Submit Attendance for Local Events

To upload attendance for a Local Event:

- Click on the **[Event ID]** link of Local Event with an Application Status = "Approved"

The details of selected event will be displayed as follows.

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Event Attendance

Application for Accreditation of Event

Event ID	SNB20121122-IIA-2106
Application Status	Approved
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	22/11/2012
Outcome Date	27/01/2013
Attendance Status	Pending Submission

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	National Health Care Group Polyclinics
Organisation	Alexandra Hospital
Department/Ward	Training & Development, Nursing Admin
Address	159964, 378, Alexandra Road, -

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	II-A		
Event Specialty	Others (Non-core)		
Type of Event	Medical/APN session		
Event Title	Session		
Target Audience	Registered Nurses		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	30/11/2012	Start Time	10:00
End Date	30/11/2012	End Time	12:00
Event Duration	< 2 hours (1/4 day)		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	-	☑ Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Edit

Session Details

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	30/11/2012	10:00	< 2 hours (1/4 day)	Others (Non-core)	Pending Submission	-

View All Session Details

Documents Attached

Document Title 1
Document Title 2

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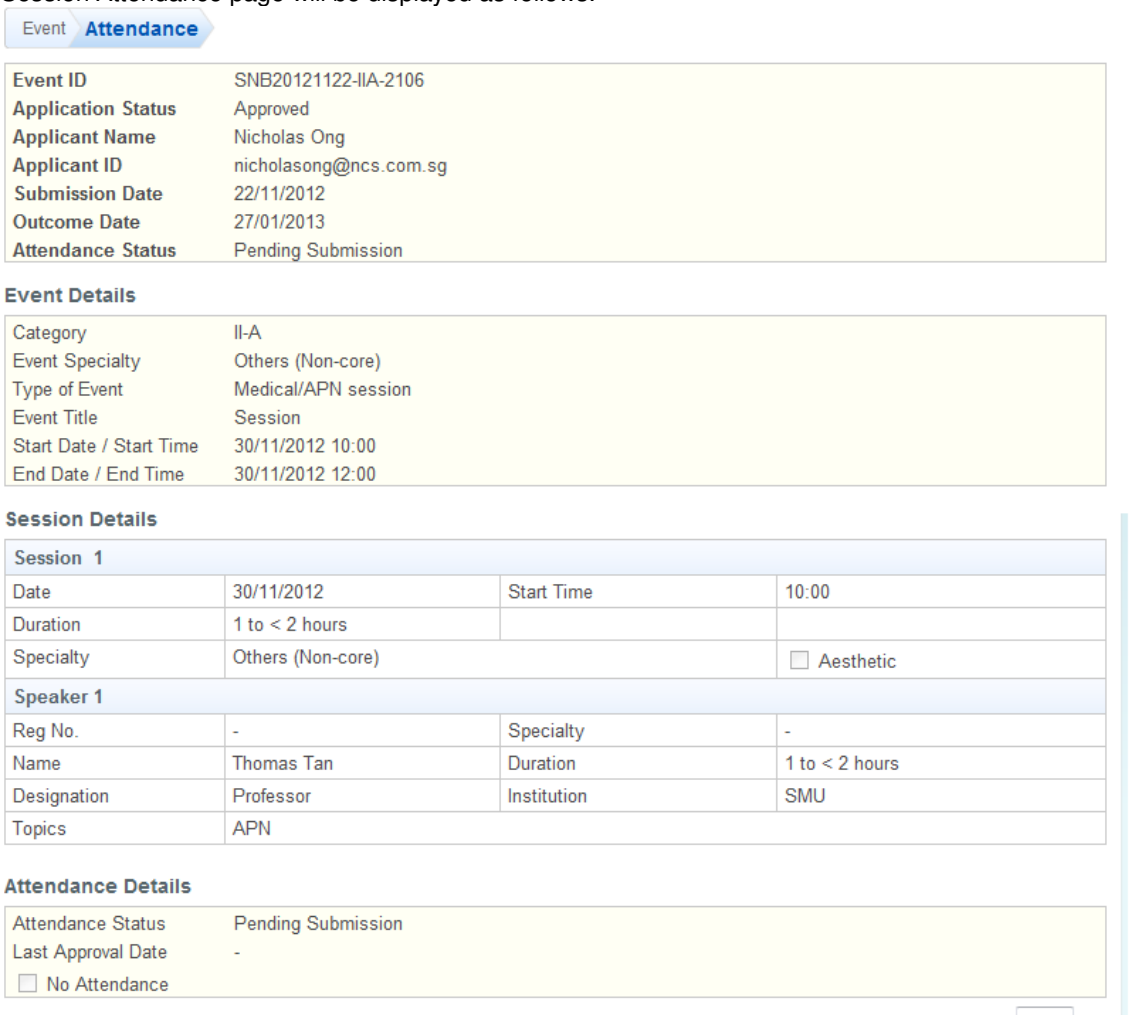
To submit attendance for the event session:

- Click on the **[Status]** link of the selected Session

Session Attendance page will be displayed as follows.



Event **Attendance**

Event ID	SNB20121122-IIA-2106
Application Status	Approved
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	22/11/2012
Outcome Date	27/01/2013
Attendance Status	Pending Submission

Event Details

Category	II-A
Event Specialty	Others (Non-core)
Type of Event	Medical/APN session
Event Title	Session
Start Date / Start Time	30/11/2012 10:00
End Date / End Time	30/11/2012 12:00

Session Details

Session 1			
Date	30/11/2012	Start Time	10:00
Duration	1 to < 2 hours		
Specialty	Others (Non-core)		☐ Aesthetic
Speaker 1			
Reg No.	-	Specialty	-
Name	Thomas Tan	Duration	1 to < 2 hours
Designation	Professor	Institution	SMU
Topics	APN		

Attendance Details

Attendance Status	Pending Submission
Last Approval Date	-
☐ No Attendance	

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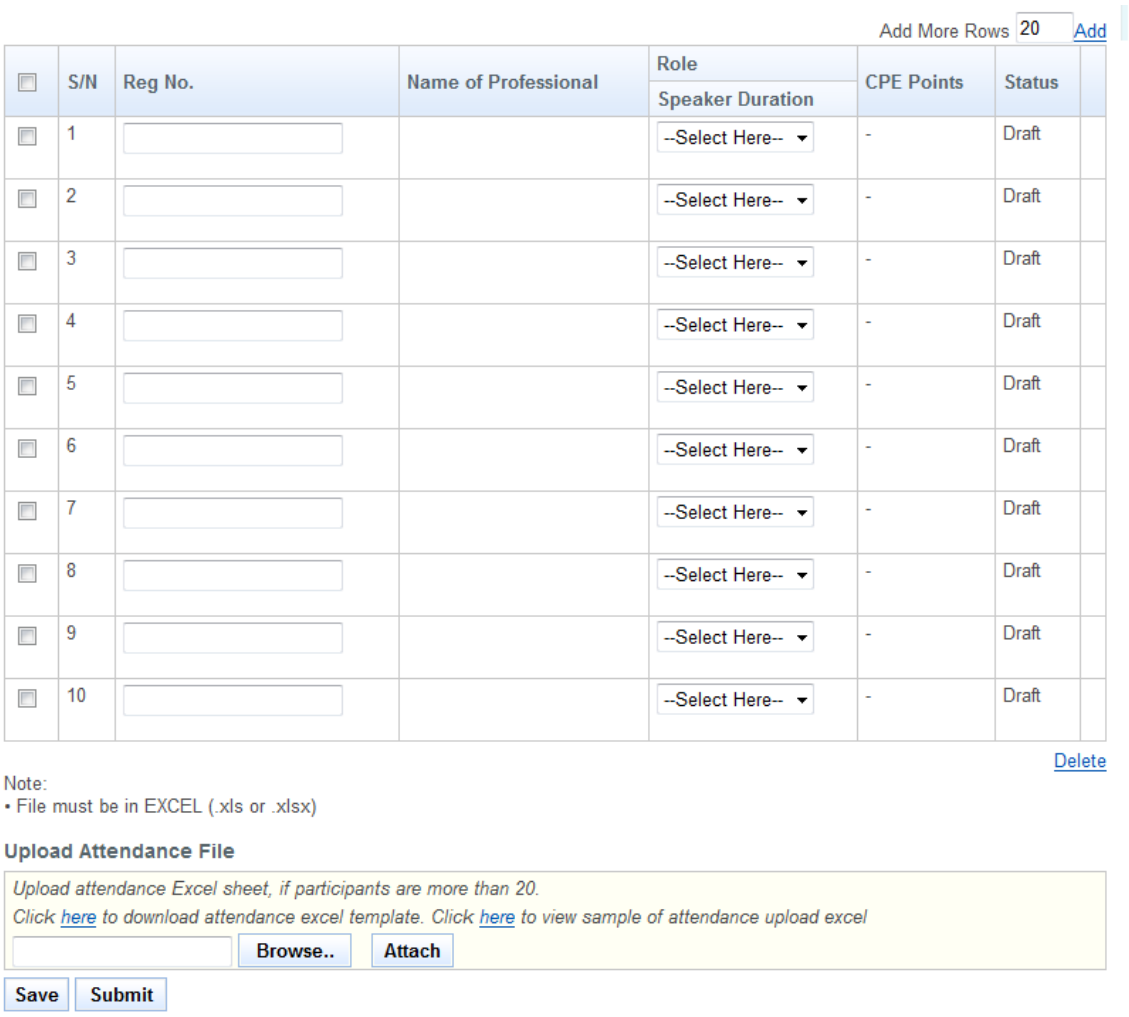
Add More Rows 20 Add
S/N
Reg No.
Name of Professional
Role
Speaker Duration
CPE Points
Status
1 --Select Here-- - Draft
2 --Select Here-- - Draft
3 --Select Here-- - Draft
4 --Select Here-- - Draft
5 --Select Here-- - Draft
6 --Select Here-- - Draft
7 --Select Here-- - Draft
8 --Select Here-- - Draft
9 --Select Here-- - Draft
10 --Select Here-- - Draft
Delete
Note:
• File must be in EXCEL (.xls or .xlsx)
Upload Attendance File
Upload attendance Excel sheet, if participants are more than 20.
Click here to download attendance excel template. Click here to view sample of attendance upload excel
Browse..
Attach
Save
Submit

To enter the attendance manually,

- Enter **Registration No**. of professional attending event
- Select **Role** of professional

Should the need arise to add more attendance rows,

- Enter the number of rows to be added in **Add More Rows** textbox
- Click **[Add]** link to add the attendance rows

Mass upload of attendance function is available to facilitate the uploading of attendance list. A certain format of attendance template must be used for successful uploading.

To view template of attendance excel sheet:

- Click the first **[here]** link

The Local Event attendance excel template will be displayed as follow:

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	A	B	C	D	E
1	**Event ID**	<Enter Event ID here>			
2	**Session #**	<Enter Session # here>			
3	**Date (dd/mm/yyyy)**	<Enter Session Date here>			
4	**Start Time (hh24:mi)**	<Enter Session Start Time here>			
5	**Reg No.**	**Role**			
6	<Enter Reg No.>	<Enter Role as 'P' for participant and 'S' for speaker>			
7					

To view sample of attendance excel sheet with data:

- Click the second **[here]** to link

The sample of Local Event attendance excel sheet will be displayed as follow:

	A	B	C	D	E
1	**Event ID**	SNB20100527-IIA-7528			
2	**Session #**	1			
3	**Date (dd/mm/yyyy)**	14/06/2012			
4	**Start Time (hh24:mi)**	09:00			
5	**Reg No.**	**Role**			
6	N00001A	P			
7	N00002B	S			
8					
9					

To mass upload of attendances using excel file,

- Select **[Browse]** button to browse attendance excel sheet for uploading
- Click **[Attach]** button to attach excel sheet

Upon successful upload, attendance list is displayed on the screen

At any point of time, attendance page can be saved as draft:

- Click **[Save]** button at the bottom of the page to save the session attendance without submitting

The Session's Attendance Status is set to "Attendance Updated".
Please note that the professionals' attendances are saved as draft and have not submitted for approval.

Once the attendance page is done and ready, submit the attendance to the system

- Click **[Submit]** button at the bottom of the page to proceed with the submission

The Session's Attendance Status is set to "Attendance Submitted".
If the attendance session has been saved before, the Status will be update from "Attendance Updated" to "Attendance Submitted".

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Event Attendance

Application for Accreditation of Event

Event ID	SNB20121122-IIA-2106
Application Status	Approved
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	22/11/2012
Outcome Date	27/01/2013
Attendance Status	Attendance Updated

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	National Health Care Group Polyclinics
Organisation	Alexandra Hospital
Department/Ward	Training & Development, Nursing Admin
Address	159964, 378, Alexandra Road, -

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	II-A		
Event Specialty	Others (Non-core)		
Type of Event	Medical/APN session		
Event Title	Session		
Target Audience	Registered Nurses		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	30/11/2012	Start Time	10:00
End Date	30/11/2012	End Time	12:00
Event Duration	< 2 hours (1/4 day)		
Frequency	-		
Venue	NCS Pte Ltd		
Event URL	-	☑ Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Edit

Session Details

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
Session 1	30/11/2012	10:00	< 2 hours (1/4 day)	Others (Non-core)	Attendance Submitted	-

View All Session Details

Documents Attached

Document Title 1
Document Title 2

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A scheduled job will run to approve the attendance and set the attendance status to “Attendance Approved”. At this point of time, the CPE points have been awarded to the Professional’s.

2.4.2.4 Edit and Resubmit Approved Event Application Details

An account holder is able to edit an approved event details as long as there is no attendance tied to the event. Any changes done to an approved event might be subjected to HPE’s approval.

To update the details of an approved event:

- Click on the **[Event ID]** link of event with an Application Status = “Approved”

The details of selected event with an **[Edit]** button will be displayed as follows.

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Event Attendance

Application for Accreditation of Event

Event ID	SNB20130127-I-0001
Application Status	Approved
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	27/01/2013
Outcome Date	27/01/2013
Attendance Status	Pending Submission

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Health Promotion Board
Organisation	National Environment Agency
Department/Ward	-
Address	228231, 40, Scotts Road, Environment Building

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99999999	nicholasong@ncs.com.sg
2			

Event Details

Category	I		
Event Specialty	Others (Non-core)		
Type of Event	Video Discussion/Conference		
Event Title	Conference 2		
Target Audience	Registered Nurses		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	21/11/2013	Start Time	10:00
End Date	03/12/2013	End Time	12:00
Event Duration	1 to 2 hours		
Frequency	-		
Venue	Suntec		
Event URL	-	☐ Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	SNB20121122-I-2105 - Conference		
Additional Remarks	-		
Max CPE Points	1		

Edit

Attendance Details

Date	Duration	Status	Last Approval Date	

Add Attendance

Documents Attached

No document attached.

To proceed to edit details of event application:

- Click on the **[Edit]** button

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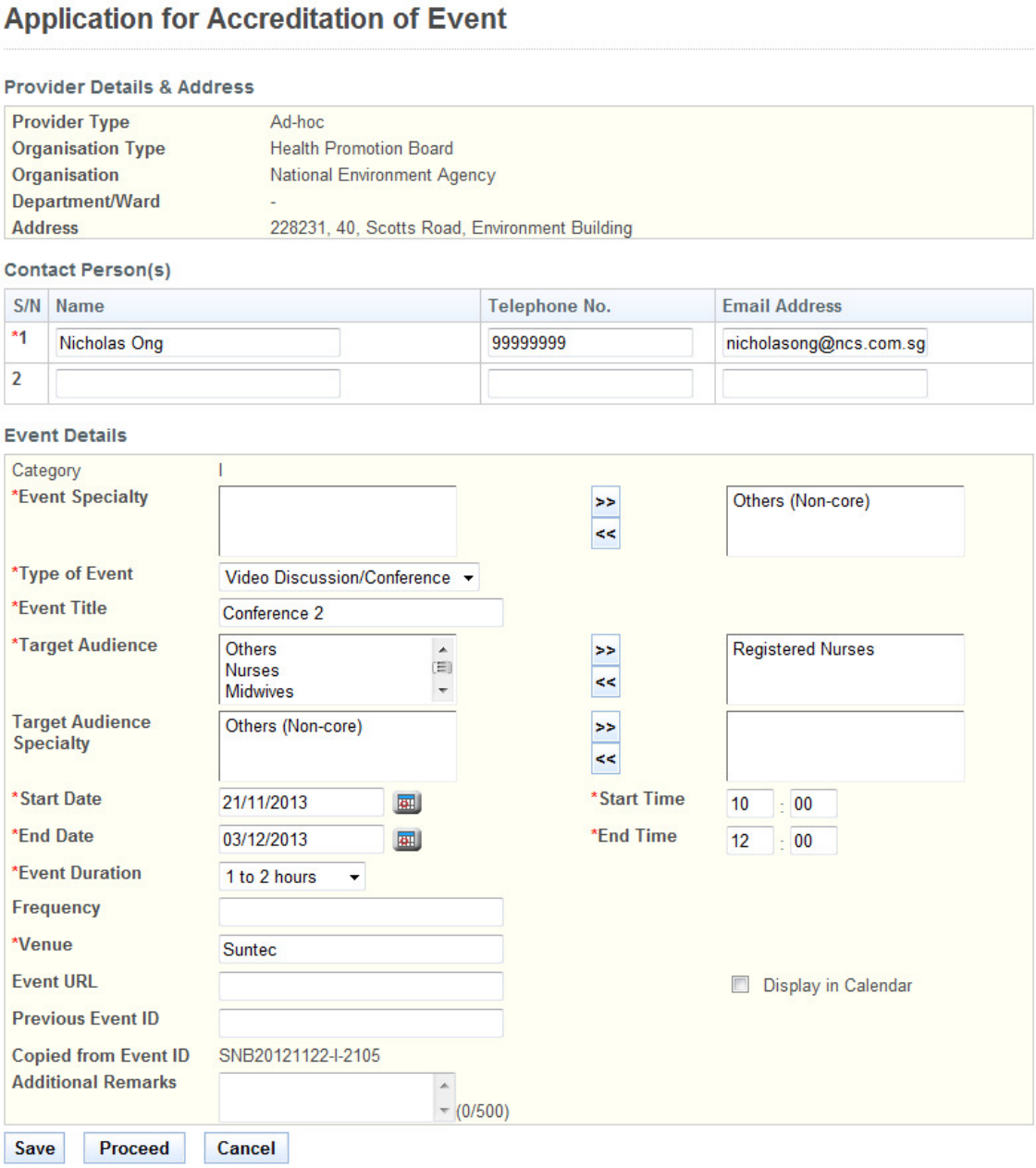
The edit details of event application will be displayed as follows.



To save the event without submitting it to HPE:

- Click **[Save]** button at the bottom of the page to save any updated changes without submitting it back to HPE

Upon successful saved, Event's Application Status is updated to "Revising" and will be taken off from the HPE CPE Event Calendar.

To submit the updated event back to HPE:

- Click **[Proceed]** button at the bottom of the page to proceed to Documents page

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The steps are similar to creation of new event step. Please refer to the steps found in 2.4.1 Create Events Application for further instruction.
Upon successful submission, Event's Application Status is updated to "Application Submitted" and will be taken off from the HPE CPE Event Calendar.

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